To access the Bristol Myers- Squibb Expenditures Inquiry, launch your internet browser.

In the address field of your browser, type http://supplierlink.bms.com/ then click on '**BMS – UK**'. Then under the section titled "Accounts Payable", click "**Expenditures Inquiry**". The Expenditure Inquiry Logon Instruction Screen appears. This page may be bookmarked.

IMPORTANT: DO NOT USE THE BACK BUTTON ON YOUR BROWSER.

If you do not have an id and password for accessing your account history through the Expenditures Inquiry, please email your request for access to efss.front-office@bms.com

Type in your BMS Vendor Number and Password.

The main Expenditure Inquiry search screen appears.

There are four main search tabs available to all suppliers for the purpose of locating invoice information in Bristol-Myers Squibb's Accounts Payable system.* Suppliers may search by:

➢ Invoice
➢ Check # (**U.S. only**)
➢ Purchase Order (including Service Orders)
➢ Email Inquiry

* The **"Early Payment Option"** tab **(U.S. only)** is available to those suppliers with a "discount code." For more information on the "Early Payment Option" tab, please see the SOEPO user guide located in the Expenditures Inquiry link of the Accounts Payable section of Supplierlink.

Within the **Invoice tab**, you may define your search criteria using an invoice date range (Invoice Date Start to Invoice Date End), or enter up to six individual invoices (1). When entering individual invoice numbers, be sure to only enter alpha-numeric characters. Exclude spaces and special characters.
Please note that the date is in American format - MM-DD-YY *

Specify invoice status by clicking the appropriate selection (2):

➢ In Process (invoices blocked or awaiting payment)
➢ Completed (paid invoices and rejected invoices)
➢ All (both invoices "In process" and "Completed")

Once all selections have been made, click "Search." (3)

The Expenditures Inquiry Results Screen appears. The screen displays each invoice found, based on search criteria.*


*The Expenditures Inquiry Results Screen will only display up to 200 records consistent with your search. If a specific invoice is not located, it may be necessary to refine your search criteria (reduce date range, or input specific invoice).

To see more detail about a specific invoice, click on any hyperlink (underlined text highlighted in blue).

When any hyperlink is clicked, three tabs appear:

**Status Tab-** Provides an explanation of the current status of your invoice.
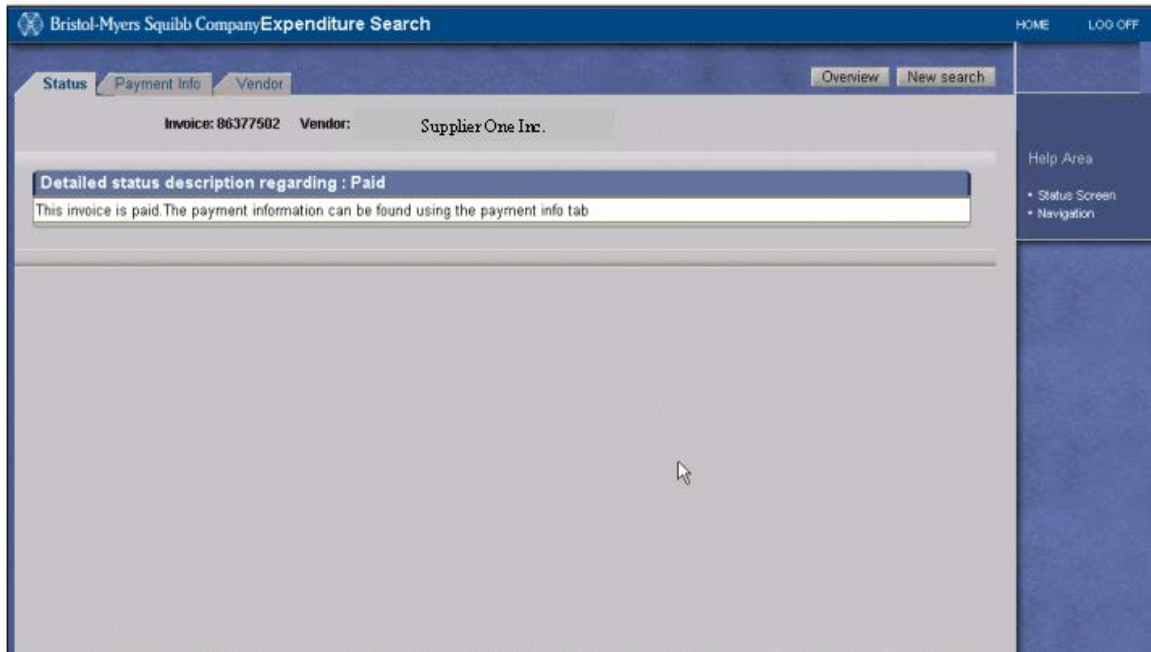
Payment Info Tab- If paid, the total amount of the payment*, payment date, etc. will display. If the invoice has not been paid, a pop up box appears (Click OK).

*The amount paid represents the sum total paid on the check/EFT, including other invoices that may have been included with the payment.
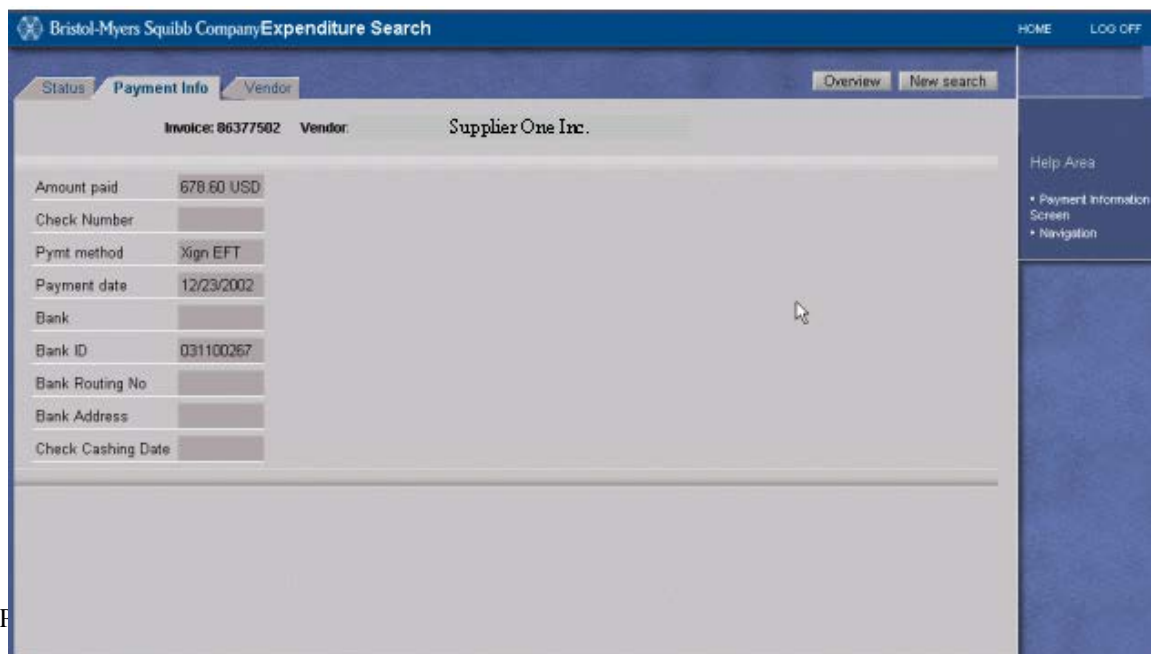
Vendor Tab- The vendor remit to address and invoice payment terms are displayed (Actual vendor data excluded for demonstration purposes).
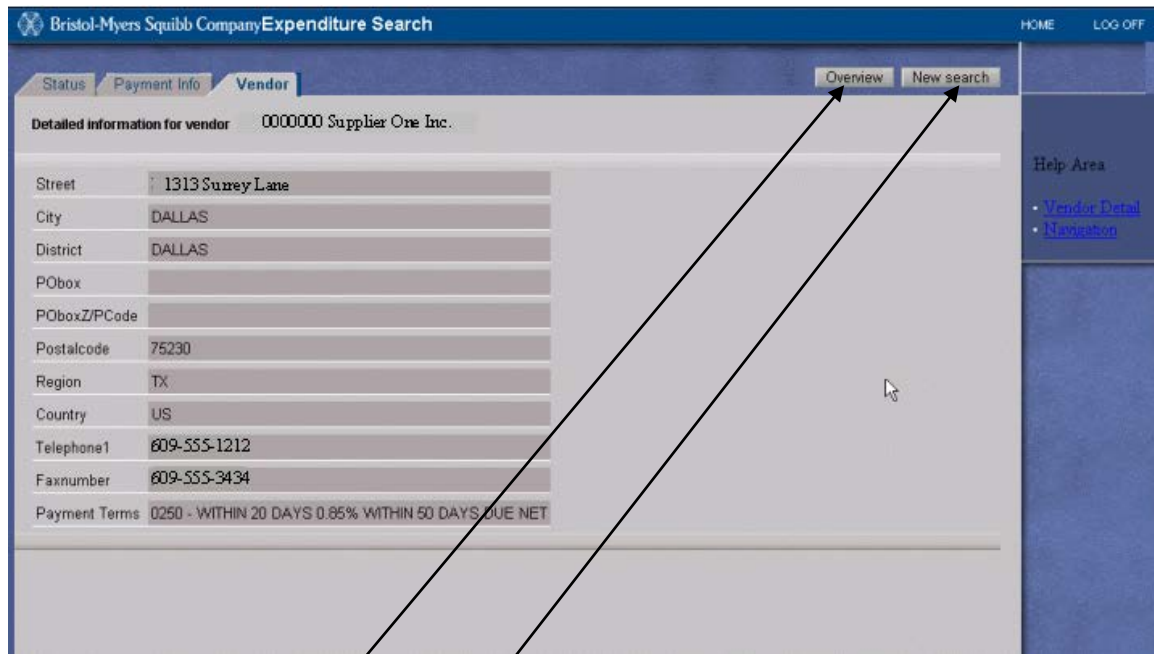
Overview Button

The Overview Button that appears when you click on a hyperlink from the Expenditure Inquiry Results screen, will return you to the Expenditure Inquiry Results screen. **Do not use the Back button on your browser.**

New Search Button

Click the New Search Button when available to begin a new search.

To execute a search of the Expenditures Inquiry by PO (including Service Orders), click the "By PO" tab.

In addition to the first three search tabs discussed, suppliers also have the ability to review **blocked and rejected** invoices by clicking the **Email Inquiry** tab. The Email Inquiry tab will display up to 200 blocked and/or rejected invoices in the Bristol-Myers Squibb Accounts Payable system*. From this tab, the supplier has the ability to directly email Bristol-Myers Squibb regarding blocked and rejected invoices. The email will be sent to the responsible Bristol-Myers Squibb end-user associated with the invoice, and the Bristol-Myers Squibb Accounts Payable Front Office Team (FOT) will be copied. The FOT is copied for tracking purposes.

*Blocked or rejected invoices, located as a result of an invoice search executed using the "By Invoice" tab, or "By PO" tab, will also allow the user to email an inquiry pertaining to one or more invoices located. _Note:_ Invoices located in the Expenditures Inquiry, having a Status of "Paid" or "Awaiting Payment", can not be inquired about. Please utilise the information available on the Expenditures Inquiry for determining payment information.

To utilise the Email Inquiry tab and generate an email to Bristol-Myers Squibb, click the Email Inquiry tab

The Email Inquiry tab will display up to 200 blocked and/or rejected invoices from your account history.

Select an invoice (or invoices) from the display screen (1), and click "Inquire" (2).

An email form, containing your invoice information, appears (see next page).

As the supplier, you will be provided a unique Call Reference Number (displayed in the email form). Your Bristol-Myers Squibb vendor number and vendor name will be displayed.

Before being able to successfully submit your email inquiry to the FOT, you will be **required** to supply the following information in the fields contained in the email form:

Email Address: *enter your email address*
Contact Name: *your name*
Contact Phone Number: *your phone number*
A comment for **each invoice selected** in the email: comments should explain the reason for your inquiry

Once the information has been supplied, and you are ready to send your email inquiry, click **Process** (found in the upper right corner of the screen).

Should you wish to back out of the email form (without sending an email), to conduct a new search, click **New Search** (located next to the Process button).

After utilising one of the four tabs previously discussed, if an invoice can not be located (be sure to refine your search if necessary), click **"Inquire about Invoices not in SAP"** button (located in the upper right corner of the Results screen.
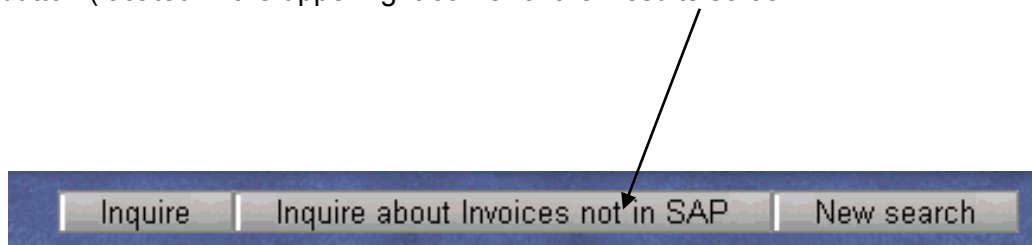
An email form will appear, allowing you to inquire about an invoice not found. This email will be sent directly to the FOT for research/resolution.

All fields contained in the email form are required and must be completed in order for your email to be successfully submitted and handled. These fields are:

➢ Email Address
➢ Contact Name
➢ Contact Phone Number
➢ Invoice Number, Invoice Date (in MM/DD/YYYY American format), Invoice Amount, Currency, PO number*, and Comments**.

*A valid Bristol-Myers Squibb purchase order is required on all invoices in order to be paid.
**All invoice specific fields must be completed for each invoice noted in the email form.

To add additional invoices "not located in SAP", click the "Next Invoice" button (located in the upper right hand corner of the email form). However, required invoice information must be supplied for each added invoice, prior to clicking "Next Invoice".

When finished, click "Process" to send your inquiry.