

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.

Connect to invoicelookup.bms.com

The server invoicelookup.bms.com at SAP Web Application Server [PRD][alias] requires a username and password.

User name:

Password:

Remember my password

OK Cancel

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 **

The screenshot displays the 'Expenditure Search' interface for Bristol-Myers Squibb Company. The top navigation bar includes 'HOME' and 'LOG OFF' links. The main search area features five tabs: 'By Invoice', 'By Check', 'By PO', 'Early Payment', and 'Email Inquiry'. The 'By Invoice' tab is active. The search form includes a 'Vendor Number' field (0000000) and a 'Vendor Name' field (Supplier One Inc.). Below these are fields for 'Invoice Date Start' and 'Invoice Date End'. A section labeled 'Define your search criteria' contains a text area for entering up to 6 invoice numbers. Below that is a 'Specify Invoice Status' section with radio buttons for 'In Process', 'Completed', and 'All'. A 'Search' button is located at the top right of the form. Three green circles with numbers 1, 2, and 3 are overlaid on the image to highlight specific areas: 1 points to the invoice number input fields, 2 points to the 'All' radio button, and 3 points to the 'Search' button.

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.*

Bristol-Myers Squibb Company Expenditure Search

HOME LOG OFF

Inquire Inquire about Invoices not in SAP New search

Click on the status for workflow history; invoice number for accounting details; vendor number for vendor information; or amount for

Invoice Number	Invoice Date	Due Date	Status	Invoice Amount	Currency	Vendor	Company Code	Reference Number	Retrieve invoices to inquire about
86377502	12/05/2002	01/24/2003	Paid	307.50	USD	Supplier One Inc.	0001	8900005820	
86378060	12/05/2002	01/24/2003	Paid	810.14	USD	Supplier One Inc.	0001	8900005821	
86376096	12/05/2002	01/24/2003	Paid	656.22	USD	Supplier One Inc.	0020	8900165705	
86376097	12/05/2002	01/24/2003	Paid	536.44	USD	Supplier One Inc.	0020	8900165706	
86376283	12/05/2002	01/24/2003	Paid	66.10	USD	Supplier One Inc.	0020	8900165703	
86376380	12/05/2002	01/24/2003	Paid	137.85	USD	Supplier One Inc.	0020	8900165726	
86376394	12/05/2002	01/24/2003	Paid	642.46	USD	Supplier One Inc.	0020	8900165700	
86376538	12/05/2002	01/24/2003	Paid	390.00	USD	Supplier One Inc.	0020	8900165704	
86376576	12/05/2002	01/24/2003	Paid	1239.16	USD	Supplier One Inc.	0020	8900165702	
86376577	12/05/2002	01/24/2003	Paid	6195.80	USD	Supplier One Inc.	0020	8900165701	

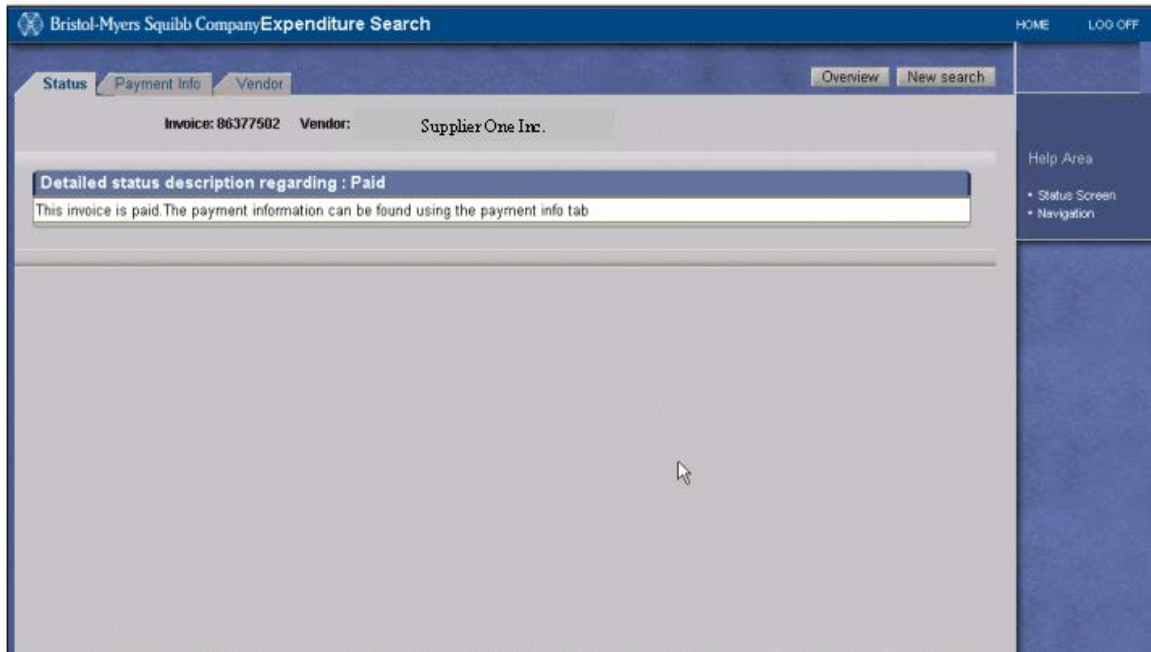
Help Area
• Overall Processing Status

***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).

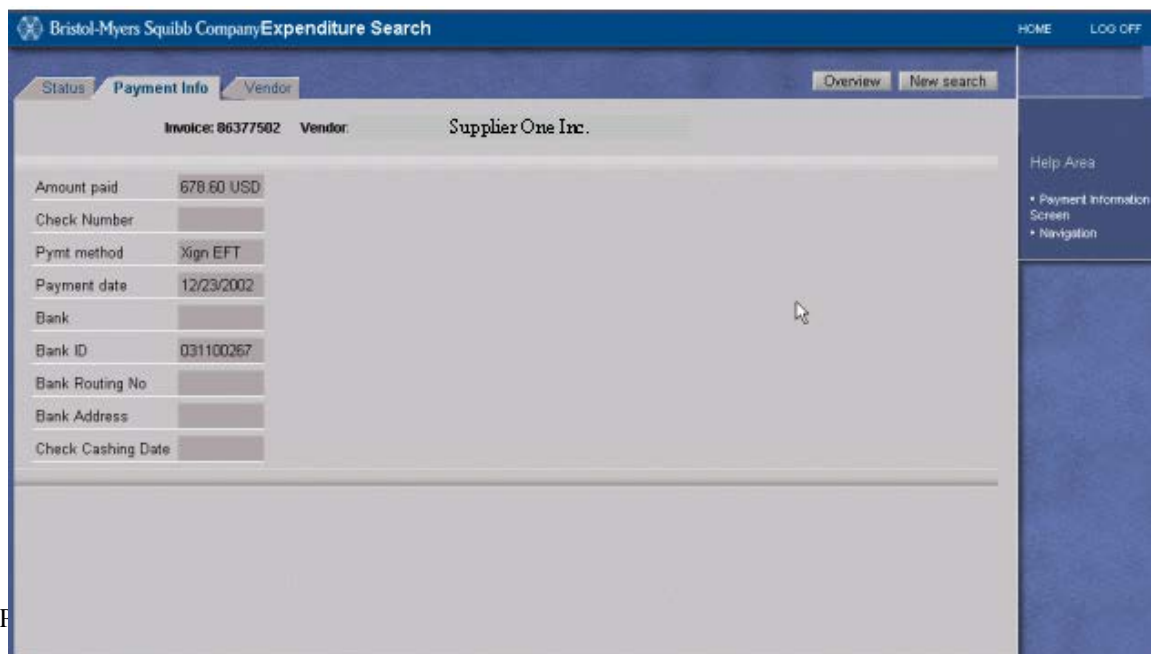
When any hyperlink is clicked, three tabs appear:

Status Tab- Provides an explanation of the current status of your invoice.

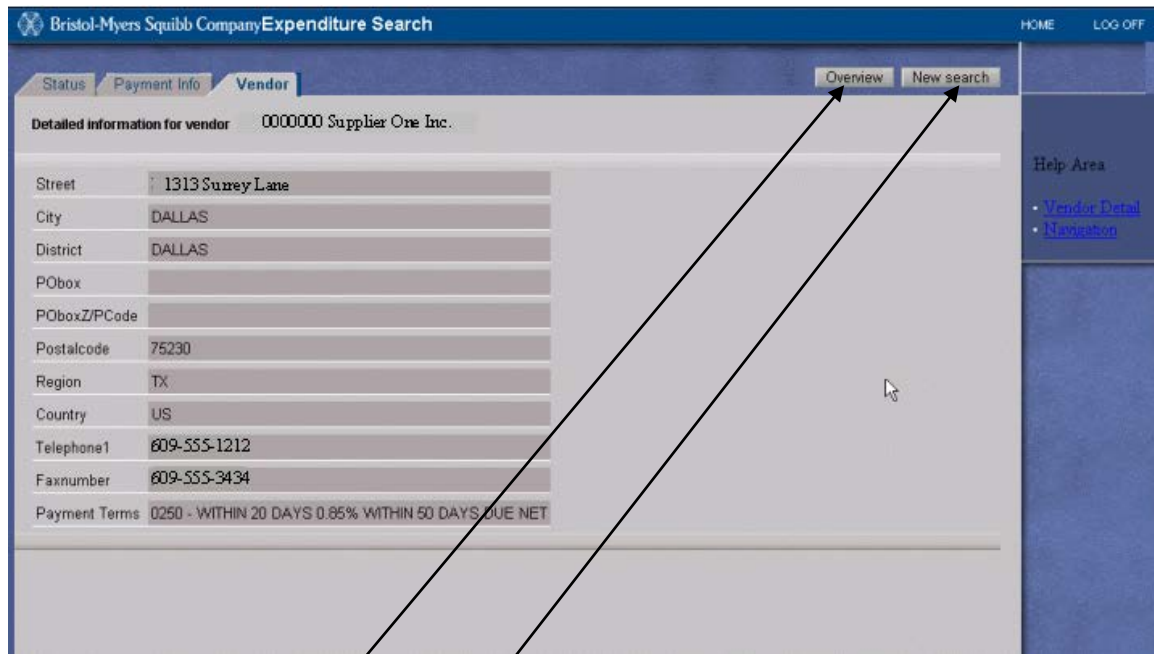


Payment Info Tab- If paid, the total amount of the payment*, payment date, etc. will display. If the invoice has not been paid, a pop up box appears (Click OK).

***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.

Expenditure Inquiry User Guide

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

The screenshot shows the 'Expenditure Search' interface for Bristol-Myers Squibb Company. The page has a blue header with the company logo and name on the left, and 'HOME' and 'LOG OFF' links on the right. Below the header is a navigation bar with five tabs: 'By PO', 'By Invoice', 'By Check', 'Early Payment', and 'Email Inquiry'. The 'By PO' tab is currently selected. To the right of the tabs is a 'Search' button. Below the navigation bar is a section titled 'Define your search criteria' with a text input field labeled 'Purchase Order(PO) or Service Order(SO) number'. A mouse cursor is visible over the input field. On the right side of the page, there is a 'Help Area' with a link for 'Search by Purchase Order'.

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 screenshot displays the 'Bristol-Myers Squibb Company Expenditure Search' application. At the top, there are navigation links for 'HOME' and 'LOG OFF'. Below the header, a set of tabs allows users to filter search results: 'By Invoice', 'By Check', 'By PO', 'Early Payment', and 'Email Inquiry'. The 'Email Inquiry' tab is currently active. The search form includes a 'Vendor Number' field with the value '0000000' and a 'Vendor Name' field with the value 'Supplier One Inc.'. A 'Search' button is positioned to the right of these fields. Under the heading 'Define your search criteria', there are two date input fields for 'Invoice Date Start' and 'Invoice Date End'. Below these, a note states 'You may enter upto 6 invoice numbers below' followed by two rows of three input fields each. The 'Specify Invoice Status' section contains three radio button options: 'In Process', 'Completed', and 'All', with 'All' selected. A vertical sidebar on the right side of the page contains the text 'Help Area' and a link for 'Search by Invoice'.

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

The screenshot shows the 'Expenditure Search' interface for Bristol-Myers Squibb Company. At the top, there are navigation buttons: 'HOME' and 'LOG OFF'. Below that, a navigation bar contains 'Inquire' (highlighted with a red circle '2'), 'Inquire about Invoices not in SAP', and 'New search'. A message reads: 'Click on the status for workflow history; invoice number for accounting details; vendor number for vendor information; or amount for'. The main area is titled 'Expenditure Inquiry Results' and contains a table with the following columns: Invoice Number, Invoice Date, Due Date, Status, Invoice Amount, Currency, Vendor, Company Code, Reference Number, and Retrieve invoices to inquire about. The first row is selected, with a red circle '1' around its checkbox. The table lists 10 invoices, all with a status of 'Invoice under review by user' and a vendor of 'Supplier One Inc.'. The right sidebar includes a 'Help Area' and a link for 'Overall Processing Status'.

Invoice Number	Invoice Date	Due Date	Status	Invoice Amount	Currency	Vendor	Company Code	Reference Number	Retrieve invoices to inquire about
86446575	01/18/2003	03/09/2003	Invoice under review by user	1000.56	USD	Supplier One Inc.	0020	8900007281	<input checked="" type="checkbox"/>
86446641	01/18/2003	03/09/2003	Invoice under review by user	112.20	USD	Supplier One Inc.	0020	8900007283	<input type="checkbox"/>
86446649	01/18/2003	03/09/2003	Invoice under review by user	242.80	USD	Supplier One Inc.	0020	8900007284	<input type="checkbox"/>
86446672	01/18/2003	03/09/2003	Invoice under review by user	178.77	USD	Supplier One Inc.	0020	8900007282	<input type="checkbox"/>
86446710	01/18/2003	03/09/2003	Invoice under review by user	48.76	USD	Supplier One Inc.	0020	8900007285	<input type="checkbox"/>
86446724	01/18/2003	03/09/2003	Invoice under review by user	30.73	USD	Supplier One Inc.	0020	8900007316	<input type="checkbox"/>
86446864	01/18/2003	03/09/2003	Invoice under review by user	28.09	USD	Supplier One Inc.	0020	8900007317	<input type="checkbox"/>
86446865	01/18/2003	03/09/2003	Invoice under review by user	11.51	USD	Supplier One Inc.	0020	8900007315	<input type="checkbox"/>
86446887	01/18/2003	03/09/2003	Invoice under review by user	166.39	USD	Supplier One Inc.	0020	8900007314	<input type="checkbox"/>
86446893	01/18/2003	03/09/2003	Invoice under review by user	138.06	USD	Supplier One Inc.	0020	8900007318	<input type="checkbox"/>

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**

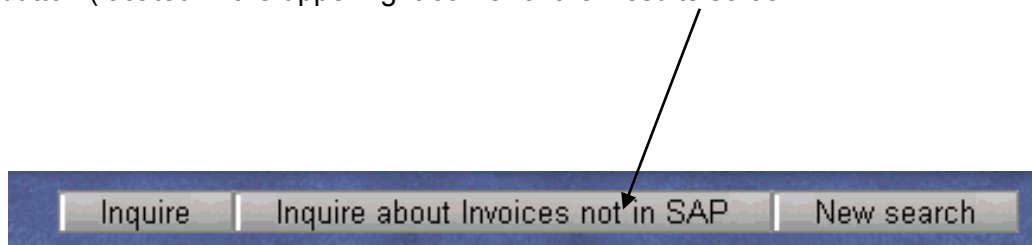
Contact Phone Number: **your phone number**

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.

The screenshot shows a web application interface for 'Bristol-Myers Squibb Company Expenditure Search'. At the top right, there are links for 'HOME' and 'LOG OFF'. Below the header, there are three buttons: 'Process', 'Next Invoice', and 'New search'. The main content area is titled 'Email Inquiry Form' and contains several input fields. The first section includes: 'Inquiry Call Reference Number: 000017637320030122194316', 'Vendor Number: 0000000', 'Vendor Name: Supplier One Inc.', and 'Date of Inquiry: 01/22/2003'. Below these are three text input fields: 'Enter Email Address', 'Enter Contact Name', and 'Enter Contact Phone Number'. A second section contains a table with five columns: 'Invoice Number', 'Invoice Date', 'Invoice Amount', 'Currency', and 'PO Number'. The 'Invoice Date' field is pre-filled with '00/00/0000'. Below the table is a text area labeled 'Enter Your Comments and Questions (limit to 200-300 Characters)'. On the right side of the form, there is a 'Help Area' with links for 'Vendor Detail' and 'Navigation'.

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.