Bristol-Myers Squibb Subsequent Attachment Process

The subsequent attachment form can be utilized to submit attachments for invoices submitted through Ariba. For invoices submitted to Ariba through the on-line form, the attachment can be added in Ariba at the time of invoice submission. For invoices submitted via EDI or cXML or for supplemental attachments, the attachment cannot yet be added within Ariba after the invoice has been submitted. Instead, the documentation should be submitted through this subsequent attachment process until the functionality to add an attachment after an invoice has been submitted is available within Ariba.
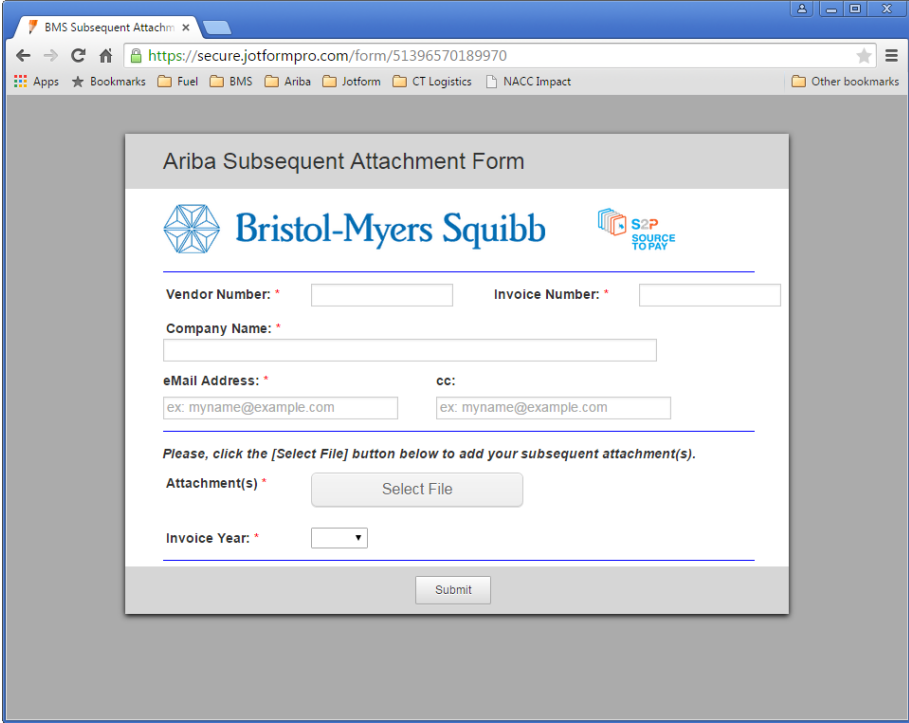
Freight Forwarders are required to attach a copy of the invoice, Bill of Lading or Airway Bill, Commercial Invoice and any other documents backing up charges for rate audit purposes to Bristol-Myers Squibb. If the paper or attached invoice and backup is for an amount lower than the electronic invoice submitted in Ariba the invoice will be reduced to match the details provided in the image or paper copy. Free Domicile invoices must contain backup detailing the charges included in the Free Domicile amount.

Failure to provide a copy of this documentation may result in delay of payment. **Bristol-Myers Squibb will reject any invoice submitted by a freight forwarder that we do not receive documentation for within 10 business days of submission.** Invoices rejected for invalid reasons, do not need a new copy of the invoice submitted as long as the charges remain the same.

Freight Forwarders may also be required to send customs documentation to the shipping or receiving site for retention and customs audit purposes.

To attach a document after your invoice has already been submitted in Ariba:

Go to the following secure website: https://secure.jotformpro.com/form/51396570189970

The form below will appear and you will be required to provide the following information:

Vendor Number – You will enter your BMS vendor number here.

Invoice Number – Enter your invoice number here as it was submitted in Ariba. Spaces and special characters should not be included.

Company Name – Enter your company name here

Email Address – Enter your email address here

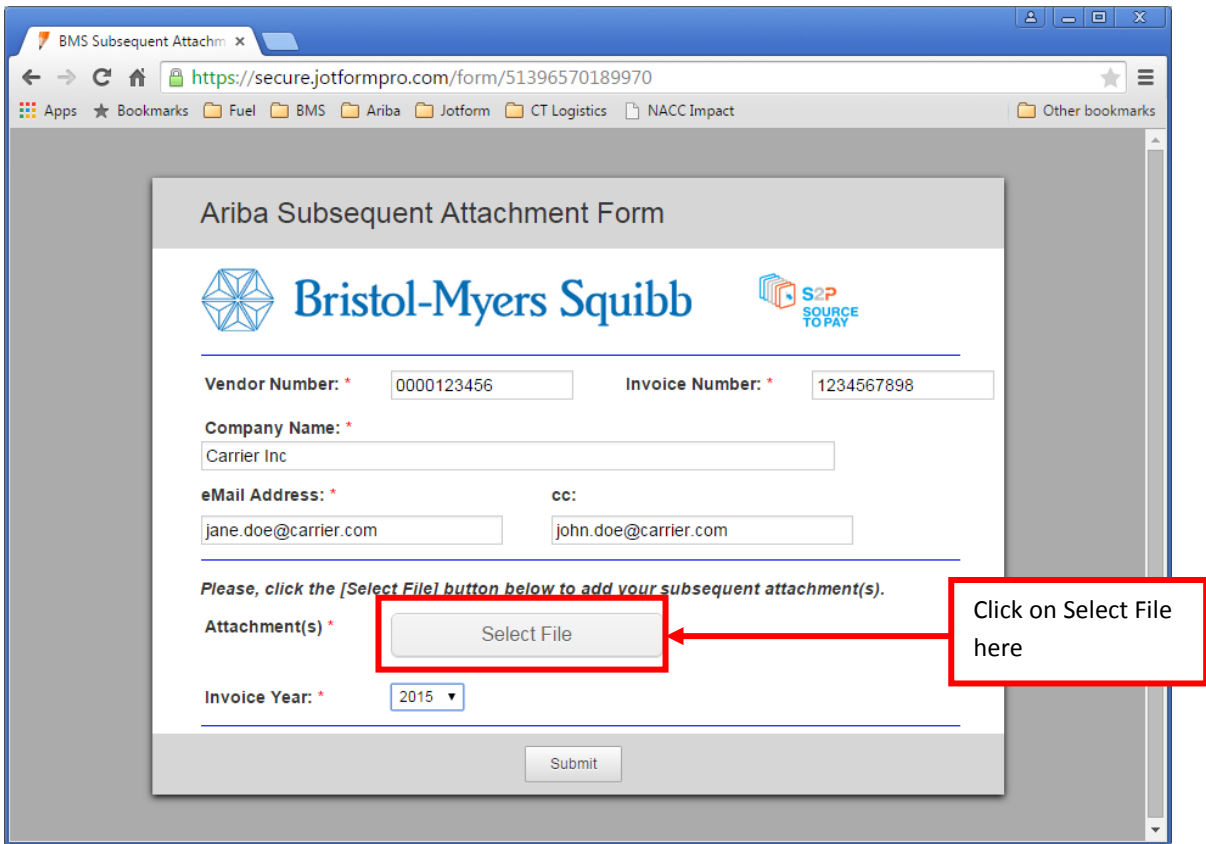cc: – Enter the email address that will receive a copy of a response here. This is optional.

Invoice Year – Select the year that the invoice was submitted through Ariba

Once you have entered the required fields, add your attachments by clicking on Select File. Allowable attachments types are: xls, xlsx, csv, doc, docx, pdf, txt, zip, jpg, jpeg, bmp, btmp, tif, and eml.


Once you click on select file, you will be able to browse your directories and select the file for the attachment to upload. Select the file and Open.
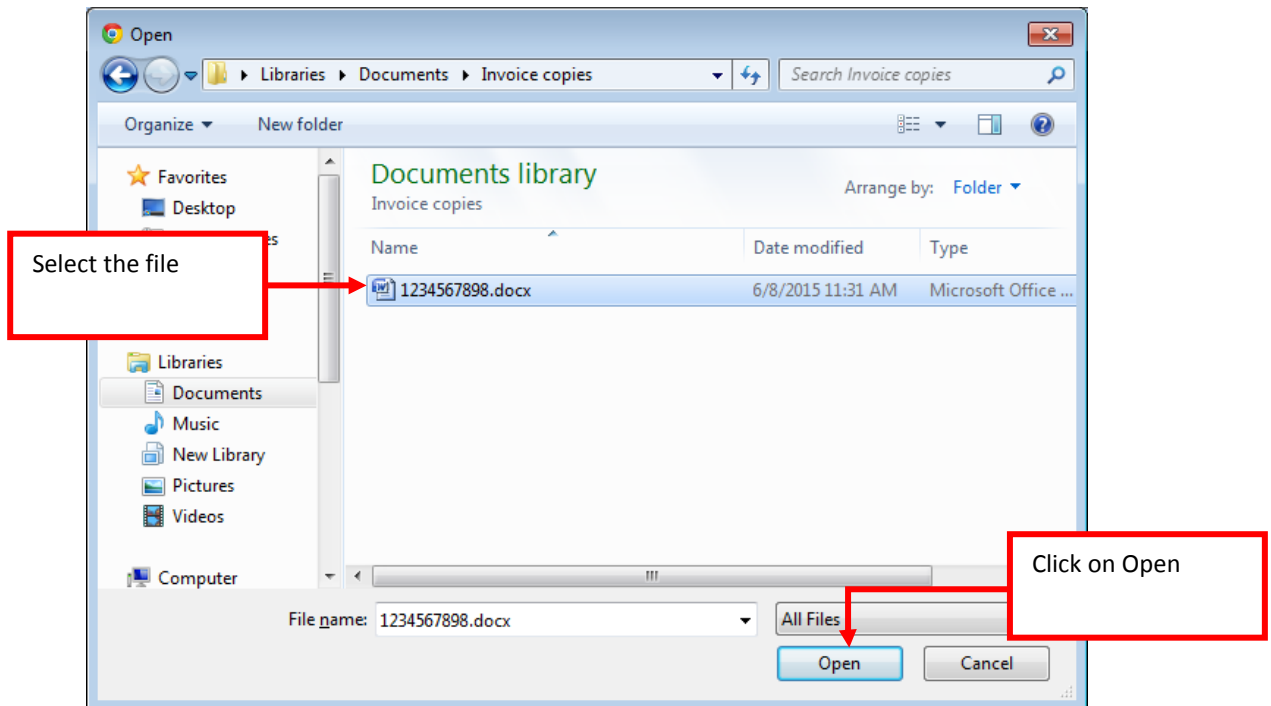
The file will appear in the attachments section once it is uploaded. You can then add an additional file if needed by clicking on Select File.
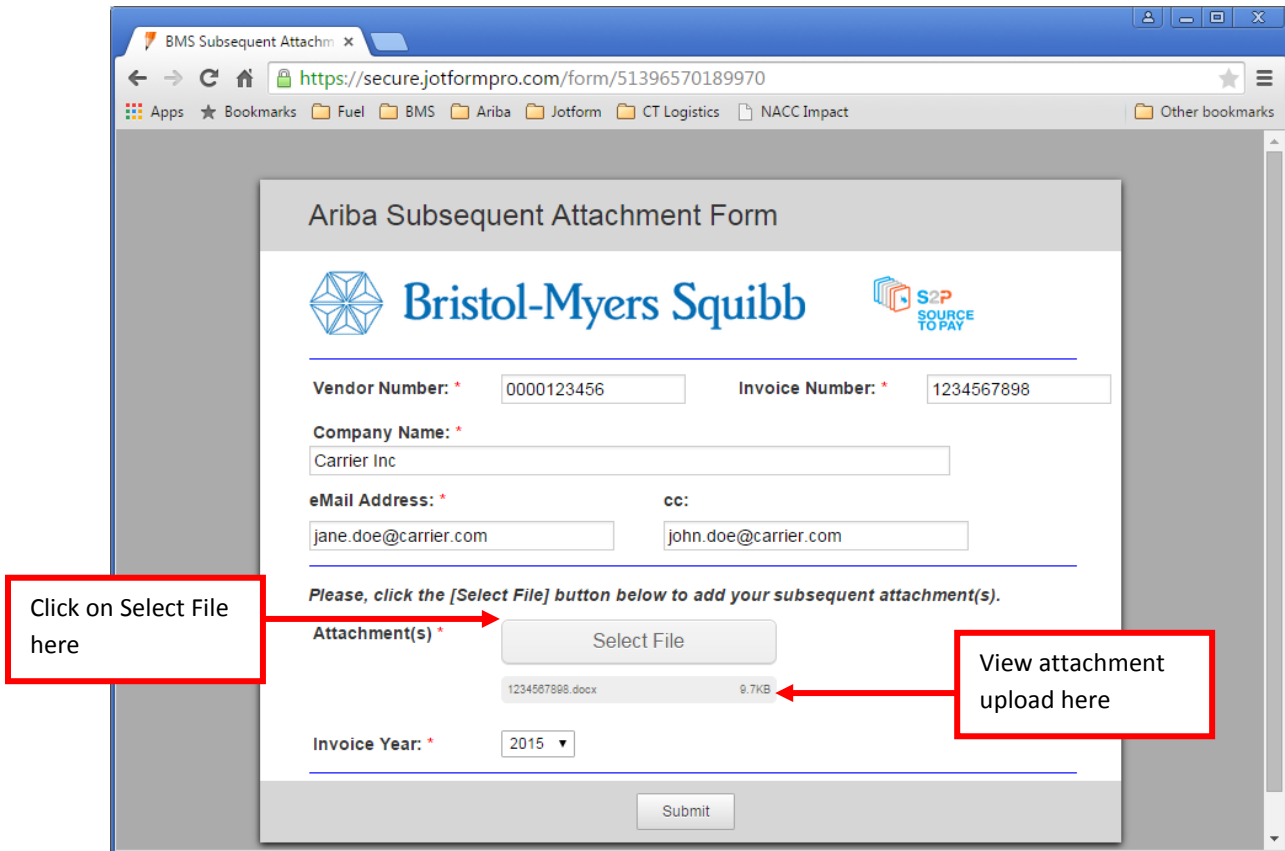
Once you click on add select, you will be able to browse your directories and select the file for the attachment to upload. Select the file and Open
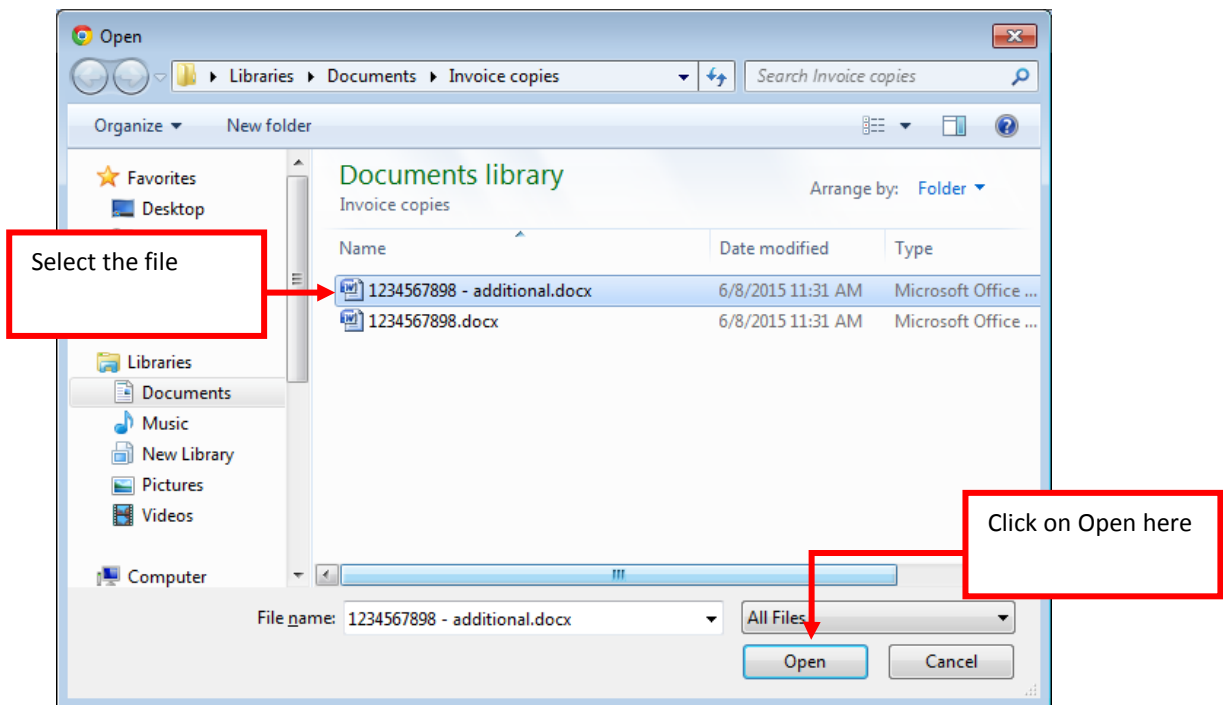
The additional file will appear. Once you are finished then click Submit to submit your attachments to BMS.

Once your file is successfully submitted you will see: