

## Expenditure Inquiry User Guide

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

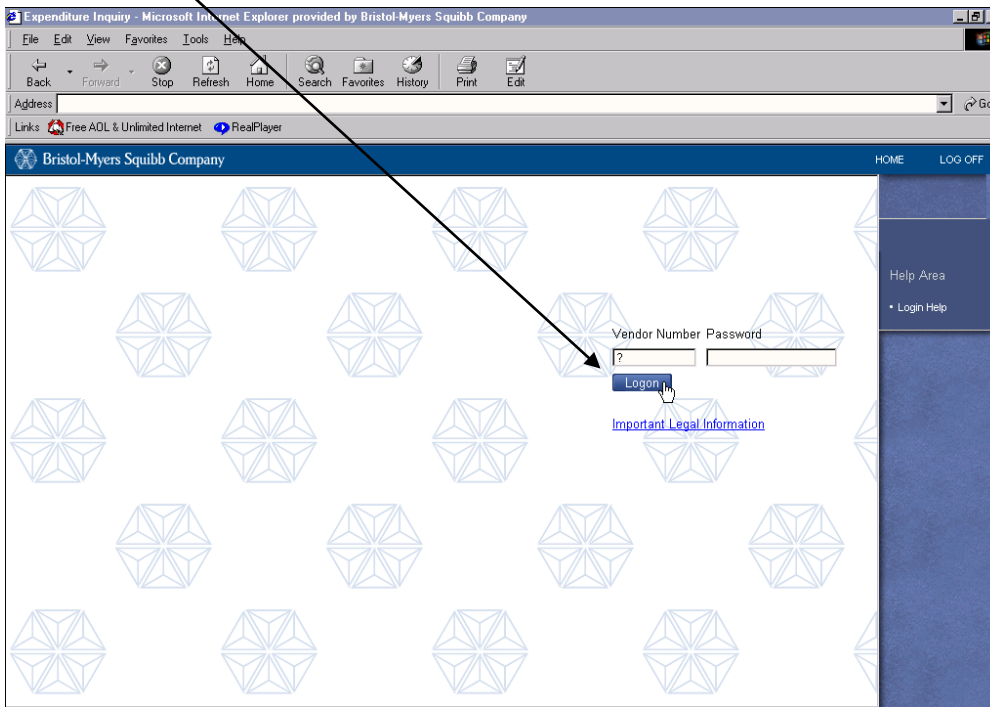
In the address field of your browser, type <http://supplierlink.bms.com/>. In the left navigation bar, under the section titled "Existing Suppliers" follow the link in the "Track Your Invoice Status" section. The Expenditure Inquiry Logon Instruction Screen appears. This page may be bookmarked.

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

Type in your BMS Vendor Number and Password

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 [apat@bms.com](mailto:apat@bms.com).

Click "Logon."



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 # (for those suppliers paid by check)
- Purchase Order (including Service Orders)
- Email Inquiry

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.

The screenshot shows a web-based search interface. At the top, there are four tabs: 'By Invoice', 'By Check', 'By PO', and 'Email Inquiry'. The 'By Invoice' tab is active. Below the tabs, there are two input fields: 'Vendor Number' with the value '0000000' and 'Vendor Name' with the value 'Supplier One Inc'. To the right of these fields is a 'Search' button, which is circled in green with the number '3'. Below this is a section titled 'Define your search criteria' enclosed in a blue box and circled in green with the number '1'. This section contains two date input fields: 'Invoice Date Start' and 'Invoice Date End'. Below these is a text prompt 'You may enter upto 6 invoice numbers below' followed by two rows of three input fields each. At the bottom of the form is a section titled 'Specify Invoice Status' enclosed in a blue box and circled in green with the number '2'. This section contains three radio button options: 'In Process', 'Completed', and 'All'.

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 screenshot shows the 'Expenditure Inquiry Results' screen. At the top, there is a header for 'Bristol-Myers Squibb Company Expenditure Search' with 'HOME' and 'LOG OFF' links. Below the header are navigation buttons: 'Inquire', 'Inquire about Invoices not in SAP', and 'New search'. A note states: 'Click on the status for workflow history; invoice number for accounting details; vendor number for vendor information; or amount for check information'. The main content is a table with the following columns: Invoice Number, Invoice Date, Due Date, Status, Amount, Currency, Vendor, Company Code, Reference Number, and Retrieve invoices to inquire about. The table contains six rows of data. The second row (Invoice 3748741) has 'Paid' in the Status column, '14390.85' in the Amount column, and 'Supplier One Inc' in the Vendor column, all of which are highlighted with a blue border. The first and last rows have underlined status text ('Approved and awaiting payment terms'). On the right side of the screen, there is a 'Help Area' with a link for 'Overall Processing Status'.

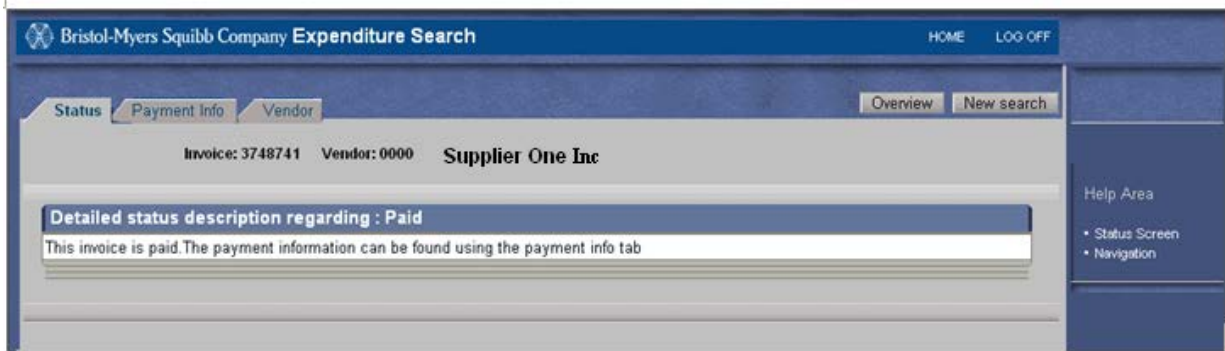
Invoice Number	Invoice Date	Due Date	Status	Amount	Currency	Vendor	Company Code	Reference Number	Retrieve invoices to inquire about
3748731	10/21/2010	01/19/2011	<a href="#">Approved and awaiting payment terms</a>	12624.47	USD	<a href="#">Supplier One Inc</a>	0111	8900056191	
3748741	10/21/2010	12/10/2010	Paid	14390.85	USD	Supplier One Inc	0111	8900056199	
3722679	10/19/2010	12/08/2010	Paid	4329.43	USD	Supplier One Inc	0111	8900055764	
3703406	10/15/2010	01/13/2011	<a href="#">Approved and awaiting payment terms</a>	10847.80	USD	<a href="#">Supplier One Inc</a>	0111	8900055261	
3691479	10/13/2010	01/11/2011	<a href="#">Approved and awaiting payment terms</a>	129.45	USD	<a href="#">Supplier One Inc</a>	0111	8900054286	

\*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).

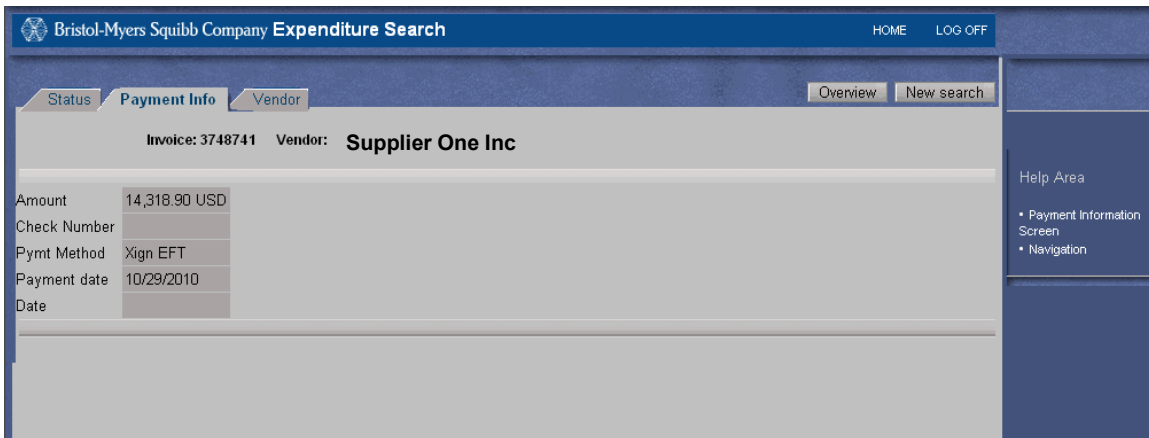
When any hyperlink is clicked, three tabs appear:

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

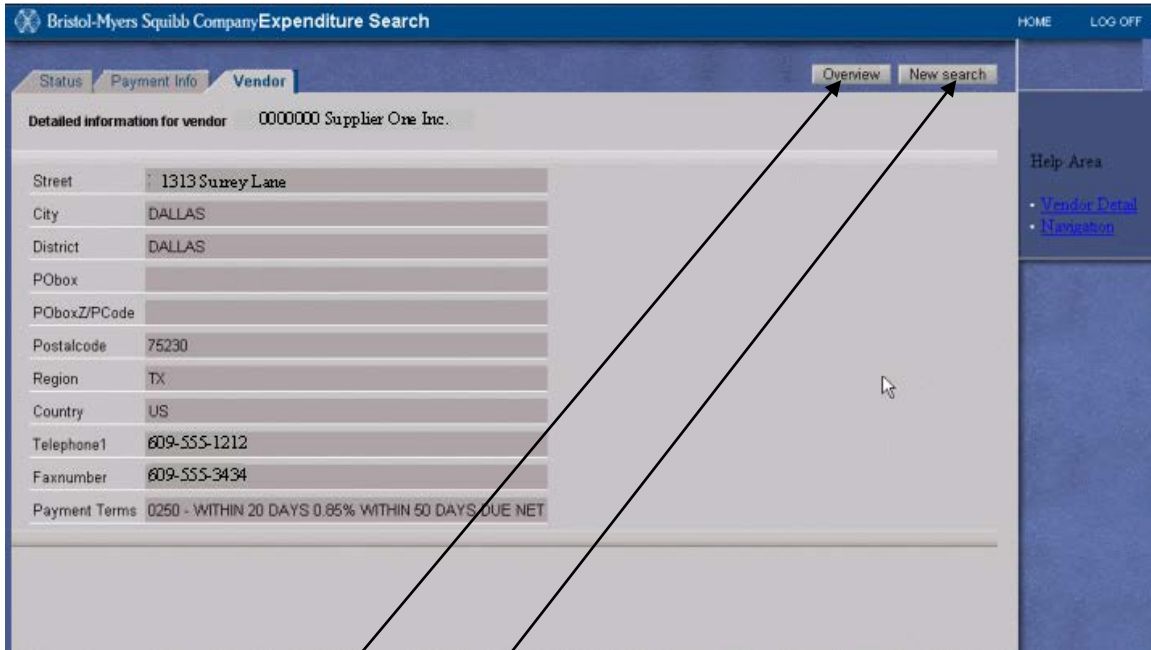


Payment Info Tab- If paid, the total amount of the payment\*, check number (if paid by check), payment date, etc. will display. If the invoice has not been paid, a pop up box appears (Click OK).

\*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).



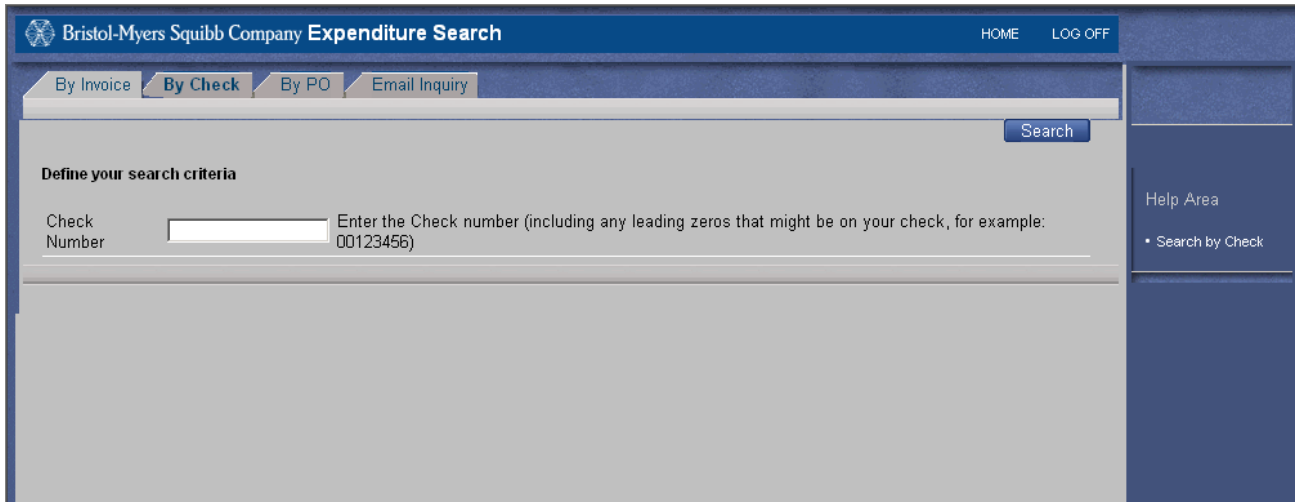
#### Overview Button

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.

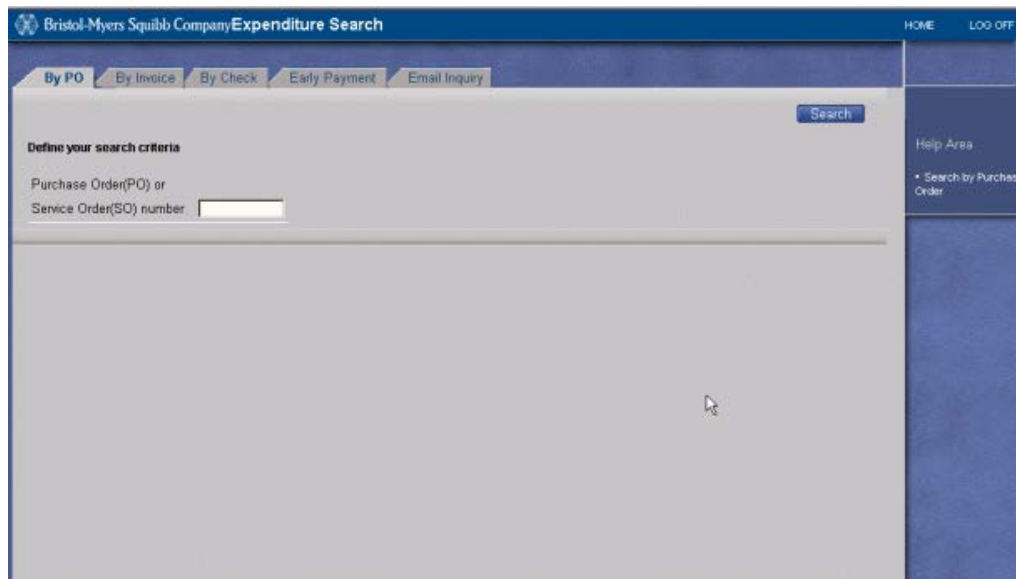
To execute a search of the Expenditures Inquiry by check number, click the "By Check" tab.



Type in the check number Click the search button.

The Expenditures Inquiry Results Screen appears. This is the same screen and has the same functionality as the Expenditures Inquiry Results Screen described above in the Invoice Tab.

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 Analysis Team (APAT) will be copied. The APAT is copied for tracking purposes.

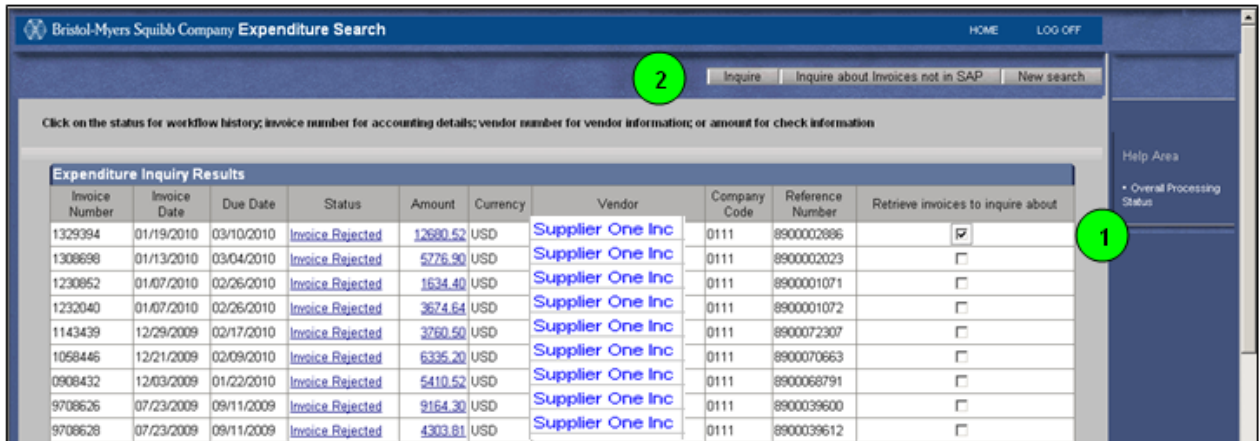
\*Blocked or rejected invoices, located as a result of an invoice search executed using the "By Invoice" tab, or "By PO" tab, will also allow the user to email an inquiry pertaining to one or more invoices located. Note: Invoices located in the Expenditures Inquiry, having a Status of "Paid" or "Awaiting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

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

The screenshot shows a web application interface for invoice inquiry. At the top, there are four tabs: "By Invoice", "By Check", "By PO", and "Email Inquiry". A red arrow points to the "Email Inquiry" tab. Below the tabs, the interface displays search criteria for a vendor. The "Vendor Number" is "0000000" and the "Vendor Name" is "Supplier One Inc". There is a "Search" button on the right. Under the heading "Define your search criteria", there are input fields for "Invoice Date Start" and "Invoice Date End". Below these, a message states "You may enter upto 6 invoice numbers below" followed by a grid of six input fields. At the bottom, under "Specify Invoice Status", there are three radio button options: "In Process", "Completed", and "All".

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



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 check information

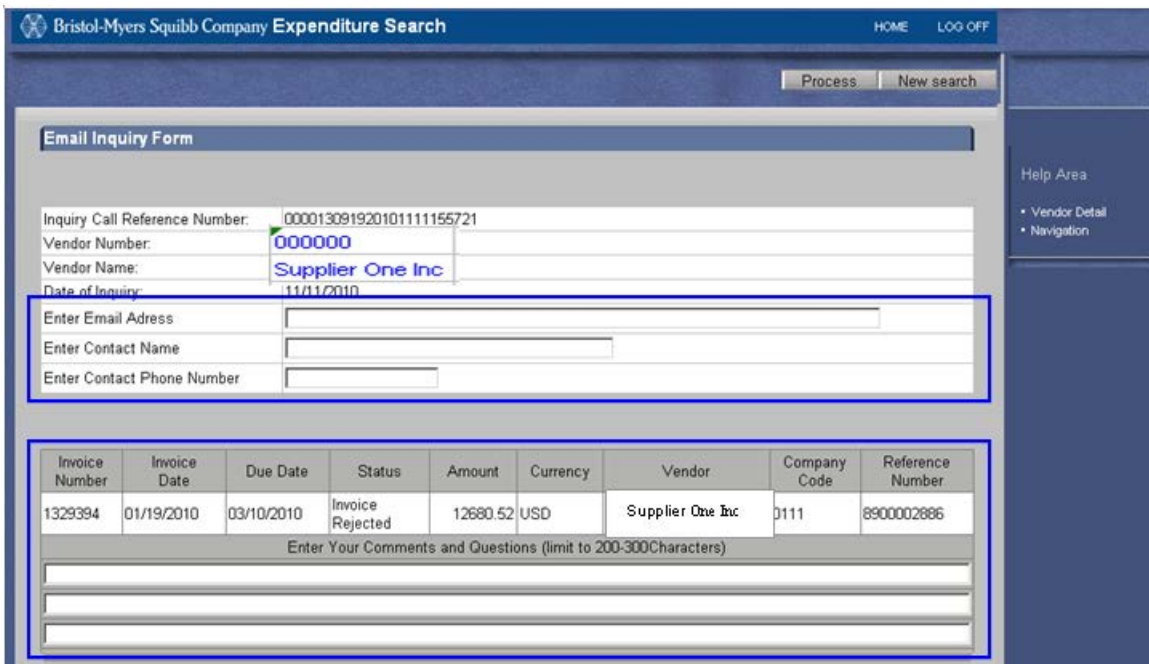
Invoice Number	Invoice Date	Due Date	Status	Amount	Currency	Vendor	Company Code	Reference Number	Retrieve invoices to inquire about
1329394	01/19/2010	03/10/2010	Invoice Rejected	12680.52	USD	Supplier One Inc	0111	8900002886	<input checked="" type="checkbox"/>
1308698	01/13/2010	03/04/2010	Invoice Rejected	5776.90	USD	Supplier One Inc	0111	8900002023	<input type="checkbox"/>
1230852	01/07/2010	02/26/2010	Invoice Rejected	1634.40	USD	Supplier One Inc	0111	8900001071	<input type="checkbox"/>
1232040	01/07/2010	02/26/2010	Invoice Rejected	3674.64	USD	Supplier One Inc	0111	8900001072	<input type="checkbox"/>
1143439	12/29/2009	02/17/2010	Invoice Rejected	3760.50	USD	Supplier One Inc	0111	8900072307	<input type="checkbox"/>
1058446	12/21/2009	02/09/2010	Invoice Rejected	6335.20	USD	Supplier One Inc	0111	8900070663	<input type="checkbox"/>
0908432	12/03/2009	01/22/2010	Invoice Rejected	5410.52	USD	Supplier One Inc	0111	8900066791	<input type="checkbox"/>
9708626	07/23/2009	09/11/2009	Invoice Rejected	9164.30	USD	Supplier One Inc	0111	8900039600	<input type="checkbox"/>
9708628	07/23/2009	09/11/2009	Invoice Rejected	4303.81	USD	Supplier One Inc	0111	8900039612	<input type="checkbox"/>

Help Area

- Overall Processing Status

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

An email form, containing your invoice information, appears



Bristol-Myers Squibb Company Expenditure Search

HOME LOG OFF

Process New search

Email Inquiry Form

Inquiry Call Reference Number: 000013091920101111155721

Vendor Number: 000000

Vendor Name: Supplier One Inc

Date of Inquiry: 11/11/2010

Enter Email Address

Enter Contact Name

Enter Contact Phone Number

Invoice Number	Invoice Date	Due Date	Status	Amount	Currency	Vendor	Company Code	Reference Number
1329394	01/19/2010	03/10/2010	Invoice Rejected	12680.52	USD	Supplier One Inc	0111	8900002886

Enter Your Comments and Questions (limit to 200-300Characters)

Help Area

- Vendor Detail
- Navigation

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 APAT, 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



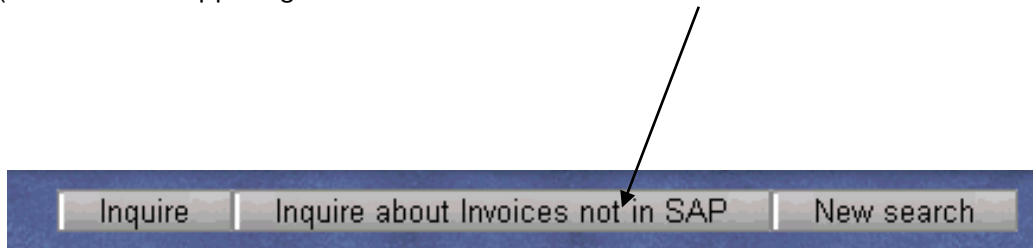
Contact Phone Number: your phone number

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 utilizing 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 APAT for research/resolution.

The screenshot shows the 'Email Inquiry Form' interface. At the top right, there are buttons for 'Process', 'Next Invoice', and 'New search'. The form title is 'Email Inquiry Form'. Below the title, there are several input fields: 'Inquiry Call Reference Number' (with a dropdown arrow), 'Vendor Number' (with a dropdown arrow), 'Vendor Name' (with a dropdown arrow), 'Date of Inquiry' (with a dropdown arrow), 'Enter Email Address', 'Enter Contact Name', and 'Enter Contact Phone Number'. Below these fields is a table with five columns: 'Invoice Number', 'Invoice Date', 'Amount', 'Currency', and 'PO Number'. Below the table is a text area labeled 'Enter Your Comments and Questions (limit to 200-300Characters)'. On the right side, 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 format for BMS North American suppliers), 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.