

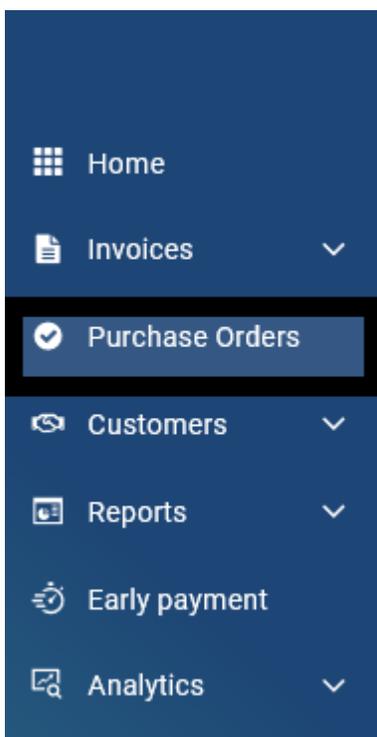
Document submission to BMS for Web-form solution

1. PO CONVERT FUNCTIONALITY

Bristol-Myers Squibb has by default customer setting locked down the PO convert functionality, which means that you as a supplier must review and accept any Purchase order sent from BMS prior invoicing to us.

To do so:

⇒ Go to 'Purchase Orders' section



⇒ Select BMS customer you wish to invoice from drop down list > 'Select PO date range' – Custom > 'Get my POs'

Purchase orders (POs)

Review your purchase orders(POs).

Select account

Criteria

Supplier

PO number

Status
 [PO status definitions](#)

PO conversion status

Select PO date range

PO date from To

⇒ All available PO's and their statuses will be listed below:

Active purchase orders										
Select	PO number	PO date	Customer	Status	Version	First line description	Lines	Invoices	Net value	
<input type="checkbox"/>	0043299003	15/01/2015	UPSA SAS (0115)	Accepted	0	Combi. bleu polypro....	3	4		Preview <input type="checkbox"/>
<input type="checkbox"/>	0081358858	15/01/2015	UPSA SAS (0115)	Accepted	0	test Plant 1854	1	4		Preview <input type="checkbox"/>
<input type="checkbox"/>	FR0111010	06/01/2015	UPSA SAS (0115)	Accepted	0	test Plant 1854	1	2		Preview <input type="checkbox"/>
<input type="checkbox"/>	0043298588	22/12/2014	UPSA SAS (0115)	Accepted	0	Combi. bleu polypro....	3	5		Preview <input type="checkbox"/>
<input type="checkbox"/>	0043297731	24/11/2014	UPSA SAS (0115)	Accepted	0	Combi. bleu polypro....	1	2		Preview <input type="checkbox"/>
<input type="checkbox"/>	0043297455	11/11/2014	UPSA SAS (0115)	Rejected	0	Combi. bleu polypro....	1	5		Preview <input type="checkbox"/>

Page size:
Displaying page 1 of 1, items 1 to 6 of 6

PO Convert #0043297455

[Help with this page](#)



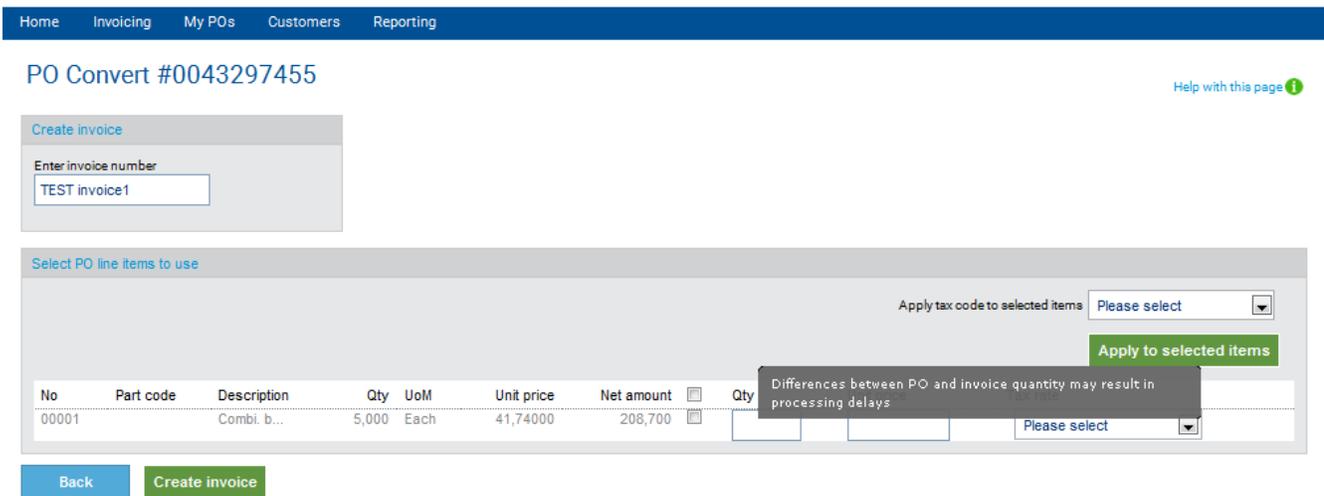
⇒ Once PO is accepted you can start creating your invoice

2. INVOICE CREATION

⇒ On the same screen you will see the option to 'Convert PO'



⇒ Indicate Invoice number on the designated field



⇒ Click on the field between 'Net amount' and 'Qty' to select which PO lines you wish to invoice against
 This will automatically pre-populate the ordered quantity and unit price
 You can adjust the PO quantity and net amount in case you are invoicing BMS a partial document.

⇒ Select applicable VAT from drop down list > Select 'Create invoice'

PO Convert #0043297455

[Help with this page](#)

Create invoice

Enter invoice number
TEST invoice1

Select PO line items to use

Apply tax code to selected items Please select

Apply to selected items

No	Part code	Description	Qty	UoM	Unit price	Net amount	<input type="checkbox"/>	Qty	Unit price	Tax rate
00001		Combi. b...	5,000	Each	41,74000	208,700	<input checked="" type="checkbox"/>	5,000	41,74000	20% VAT

Back Create invoice

Back Create invoice

⇒ On the following screen hit 'Confirm' to proceed

Home Invoicing My POs Customers Reporting

PO Convert #0043297455

[Help with this page](#)

Create invoice

Invoice number
TEST invoice1

Line	Description	Qty	UoM	Unit price	Tax rate	Tax amount	Net amount	Gross amount
1	Combi. b...	5,000	Each	41,74000	20,00	41,74	208,70	250,44

Summary

No. of lines	1
Sub total	EUR 208,70
Total tax	EUR 41,74
Net total	EUR 250,44

Back Confirm

⇒ On the following screen you will need to enter remaining details of the invoice and/or amend invoiced quantity and price

Invoice #TEST invoice1

[Help with this page](#)

Your details

Your name ?
 +

Your tel

Your email

EIF - TEST
 97 RUE PIERRE MONTREUIL
 MONTREUIL CEDEX
 93104
 FRANCE

VAT registration number FR15562001123

[Click here if the 'Ship from' details are different to the 'Invoice from' details.](#)

Invoice details

Invoice number*
 TEST invoice1

Document type

Invoice date* ?

Tax point date ?

Payment due date* ?

Delivery date ?

Currency* ?

Purchase order (PO) number ?

Who you are invoicing

Name ?
 +

Tel

Email

UPSA SAS (0115)
 3, Rue Joseph Monier
 92500 Rueil-Malmaison
 France
 FRANCE

VAT registration number FR40803247956

[Click here if the 'Ship to' details are different from the 'Invoice to' details.](#)

Where were the items/services delivered to?
Company name*
 +

⇒ In Your details section hit + next to 'Your name' > select your name from drop down list
 If your name is not available you can simply add by selecting 'ADD' radio button

Your details

Your name ?
 +

Contacts

Select	First name	Last name	Email	Edit	Delete
+	Ellen	Loria	ellen.loria@bms.com		
+	Ellen	Loria	elle.loria@mgd.bms.com		
+	Test	Test	Maria.GonzalezCabal@bms.com		
+	Test	Test	bms13@test.com		
+	Marce	Delavega	marceladlv@yahoo.com		

⏪ ⏩ 1 ⏪ ⏩

Page size: Displaying page 1 of 1, items 1 to 5 of 5

Add

⇒ Fill in required details > Save

Contacts

Contact type 
 Company contacts Customer contacts

Salutation*
 Mrs. 

First name*
 Erika

Last name*
 Lumabi

Job title

Work phone

Mobile phone

Fax

Email*
 erika.lumabi@bms.com

⇒ Once added click on + sign next to your name:

Contacts

Select	First name	Last name	Email	Edit	Delete
	Ellen	Loria	ellen.loria@bms.com		
	Ellen	Loria	elle.loria@mgd.bms.com		
	Erika	Lumabi	erika.lumabi@bms.com		
	Test	Test	Maria.GonzalezCabal@bms.com		
	Test	Test	bms13@test.com		
	Marce	Delavega	marceladv@yahoo.com		

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⇒ In section 'Who are you invoicing' radio button '+' next to 'Name' > select buyer's name from drop down list

Who you are invoicing

Name  

Tel

Email

UPSA SAS (0115)
3, Rue Joseph Monier
92500 Rueil-Malmaison
France
FRANCE

VAT registration number FR40803247956

[Click here if the 'Ship to' details are different from the 'Invoice to' details.](#)

⇒ Review delivery details > these data are automatically pre-populated based on PO details so review if they are accurate, eventually amend as per need

Where were the items/services delivered to?

Company name* 

Country* 

Address 1*

Address 2

Address 3

Address 4

Address 5

Postcode

VAT registration number* 

⇒ BMS VAT registration number is blank by default > copy and paste the details from the section above
Note: Tungsten is currently working in have the VAT registration number pre-populated so you will not have this redundant step to be fulfilled.

Who you are invoicing

Name ? UPISA SAS (0115)
 Ellen Loria + 3, Rue Joseph Monier
 92500 Rueil-Malmaison
 France
 FRANCE

Tel

VAT registration number FR40803247956

Click here if the 'Ship to' details are different from the 'Invoice to' details.

Email ellen.loria@bms.com

Where were the items/services delivered to?

Company name* Bristol-Myers Squibb +

Country* FRANCE ▼

Postcode 92506

VAT registration number* ? FR40803247956

- ⇒ In section 'Invoice details' section on right hand side check the pre-populated details and fill in:
- a. Invoice date
 - b. Tax point date if different from invoice date (not a mandatory field)
 - c. Payment due date (mandatory field, however it is just informative, as payment terms are read from PO)
 - d. Delivery date (not a mandatory field)
 - e. Currency
 - f. PO number => as selected on initial step DO NOT overwrite in this screen

Invoice details

Invoice number*
TEST invoice1 

Document type
Invoice 

Invoice date* 
04/06/2015 

Tax point date 
 

Payment due date* 
 

Delivery date 
 

Currency* 
Euro 

Purchase order (PO) number 
0043297455

⇒ On section 'Invoice items' > All details are pre-populated from PO convert

Invoice items

Item	Quantity / Unit	Price	Line amount	Total	
01 Combi. bleu polypro. Réf. 981BD4 XL	5 / Each	41,74000	208,70	250,44	 

Add

Additional information

Attachments 
 Select and upload

- File types we accept 
- Your customer allows a maximum of 10 attachments.
- The maximum file upload size is 12 MB.

Withholding tax 

⇒ Further details of invoice can be added by selecting 'edit' function on right hand side of the PO line

Invoice items

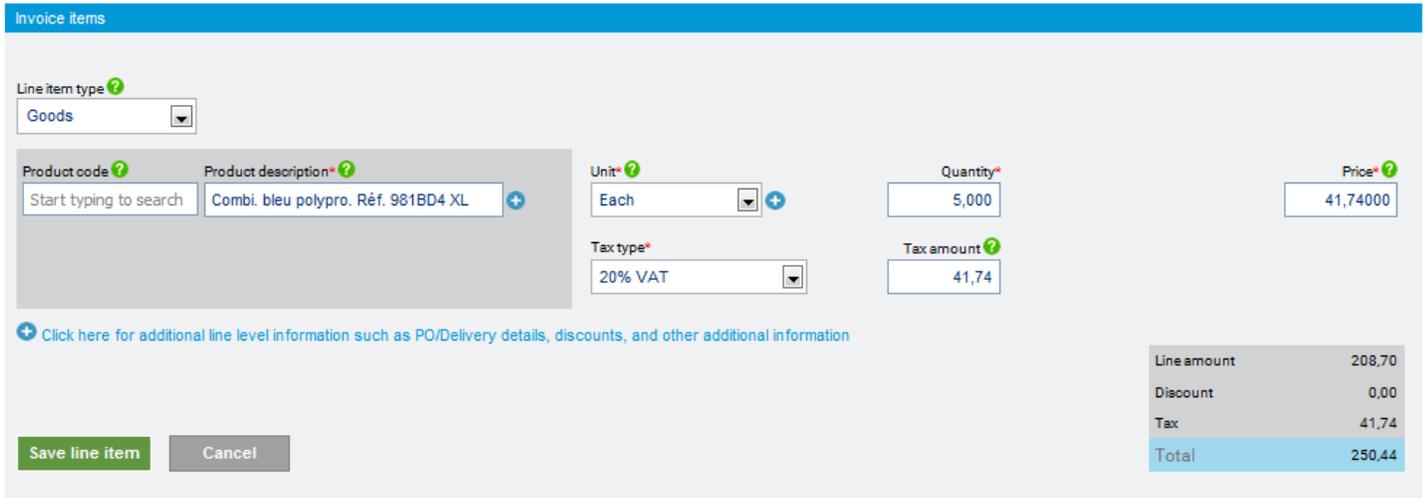
Item	Quantity / Unit	Price	Line amount	Total	
01 Combi. bleu polypro. Réf. 981BD4 XL	5 / Each	41,74000	208,70	250,44	 

Add

Additional information

⇒ You can still edit unlocked fields if needed:

- a) You are entitled to adjust only the quantity and Unit price in case you are invoicing BMS a partial document. Please do not alternate ordered unit of measure.
- b) Tax amount is populate automatically based on rate selected – Tax type can still be alternated if the preliminary selected TAX rate on the initial screen was incorrect



Invoice items

Line item type ?
Goods

Product code ? Start typing to search
Product description ? Combi. bleu polypro. Réf. 981BD4 XL +

Unit ? Each +
Quantity* 5,000
Price* ? 41,74000

Tax type* 20% VAT
Tax amount ? 41,74

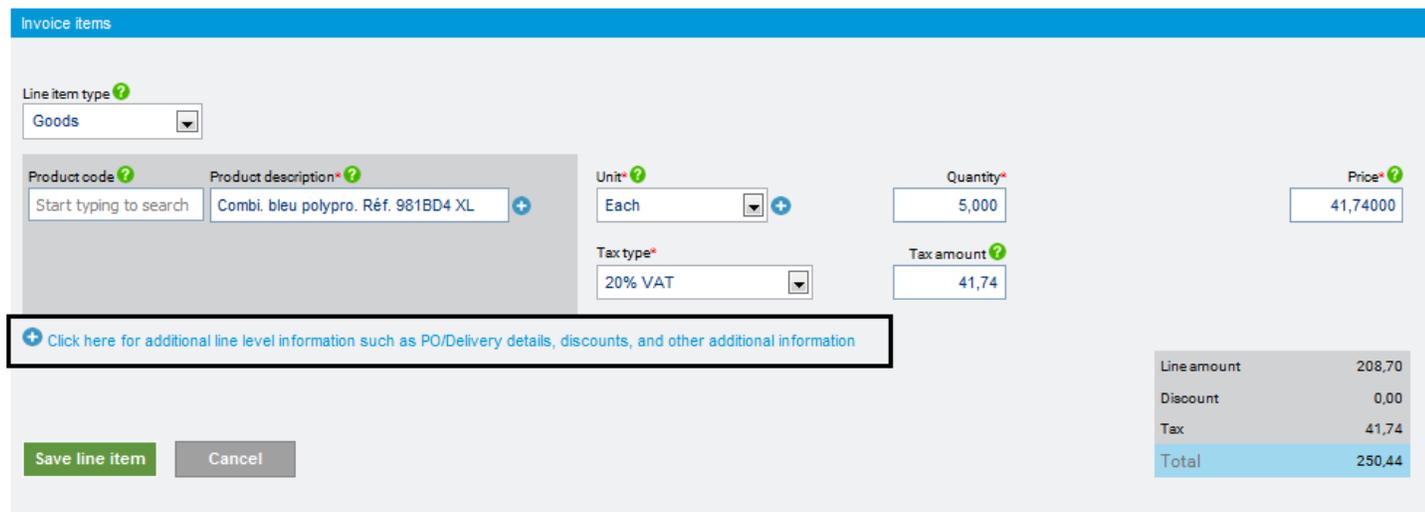
+ Click here for additional line level information such as PO/Delivery details, discounts, and other additional information

Save line item Cancel

Line amount	208,70
Discount	0,00
Tax	41,74
Total	250,44

c) Product description > default from PO line. Kindly DO NOT overwrite

⇒ You can additionally extend the view of the PO line as per below



Invoice items

Line item type ?
Goods

Product code ? Start typing to search
Product description ? Combi. bleu polypro. Réf. 981BD4 XL +

Unit ? Each +
Quantity* 5,000
Price* ? 41,74000

Tax type* 20% VAT
Tax amount ? 41,74

+ Click here for additional line level information such as PO/Delivery details, discounts, and other additional information

Save line item Cancel

Line amount	208,70
Discount	0,00
Tax	41,74
Total	250,44

⇒ If you wish to add any details please use the 'additional information field':

[Click here for additional line level information such as PO/Delivery details, discounts, and other additional information](#)

PO number ? PO line number ? Additional information ?

Delivery note number ?

Delivery start date  Delivery end date 

PO line number appears in this invoice section. It is defaulted by PO convert function and **you should NOT overwrite or delete the number**, as this result in IDOC error and rejection on BMS accounting system.

Once reviewed select 'Save line item'

[Click here for additional line level information such as PO/Delivery details, discounts, and other additional information](#)

PO number ? PO line number ? Additional information ?

Delivery note number ?

Delivery start date  Delivery end date 

The fields below have been added by your buyer.

GL number ? Cost centre Part category Part number

Discount ?	0,00
Discount % ?	0,00
Line amount	208,70
Discount	0,00
Tax	41,74
Total	250,44

⇒ Section Additional information > you are entitled to upload attachments, back up documentation, time sheets, etc.

Additional information

Attachments ?

Withholding tax ?

- File types we accept ?
- Your customer allows a maximum of 10 attachments.
- The maximum file upload size is 12 MB.

- ⇒ Payment terms > Supplier has the obligation to mention the amount of indemnity that is due to a creditor in the event of late payment:

Payment terms

Early payment discount ?

No discount for early payment

Apply a discount for early payment

Late payment conditions* ?

From 1 January 2013, in accordance with Article 121-II of Law n° 2012-387 of 22 March 2012, an invoice must mention the amount of indemnity that is due to a creditor in the event of late payment to cover its internal recovery costs. This indemnity is fixed at 40€ by decree number 2012-115 of October 2012.

1000 Characters remaining

- ⇒ Final section 'Summary' offers the view of net amount, tax amount and total gross. If satisfied with the entry select 'Send'

Summary

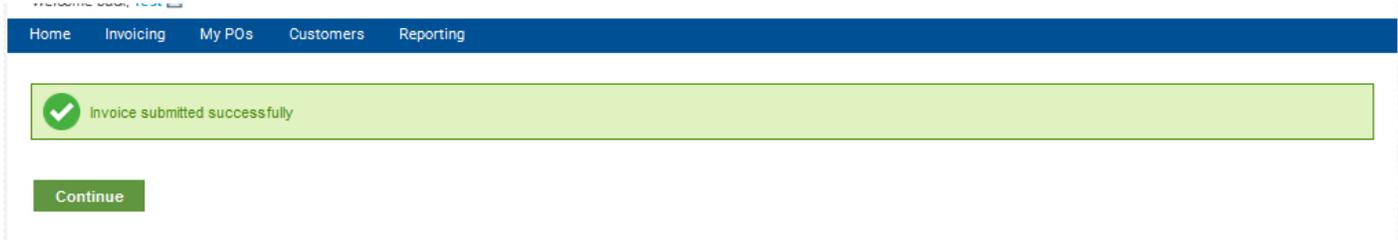
Invoice(EUR)	
Total net	208,70
Total tax	41,74
Undo changes	
Total gross	250,44

If any information is missing you will get an error message with details that needs to be amended

Invoice #TEST invoice1

! Please enter the late payment conditions. This is a required field.
 Payment due date is a required field.
 Delivery date is a required field.

When all information is corrected and invoice submitted successfully vendor will get below message:



Home Invoicing My POs Customers Reporting

 Invoice submitted successfully

Continue

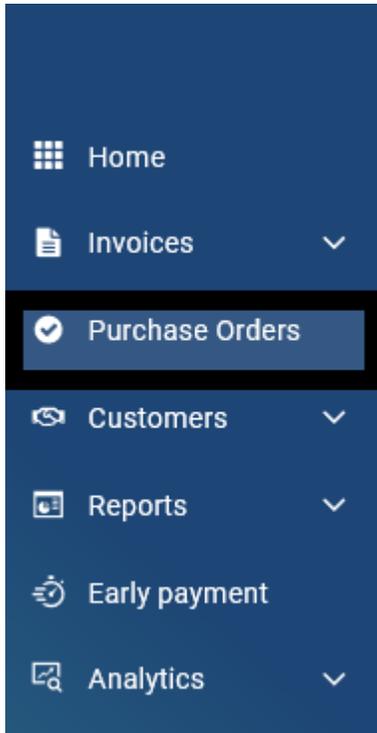
You can leave the invoice in draft status and return to the entry later. All the initiated invoices are displayed on the initial screen on 'Saved invoices'

Saved invoices					
Invoice number	Buyer name	Gross amount	Saved date	Edit	Delete
TEST invoice1	UPSA SAS (0115)	250,44	about an hour ago		
1234bmstest	Bristol-Myers Squibb (0115) - TEST	1280,76	15 days ago		
test1	Bristol-Myers Squibb (0115) - TEST	0,00	2 years ago		
test DP2009	Bristol-Myers Squibb (0115) - TEST	0,00	2 years ago		
text1	Bristol-Myers Squibb (0115) - TEST	0,00	2 years ago		
test	Bristol-Myers Squibb (0581)	0,00	4 years ago		
FRMRO0000000002	Bristol-Myers Squibb (0581)	0,00	4 years ago		

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3. CREDIT NOTE CREATION:

⇒ Go to 'Purchase Orders' section



⇒ From listed Purchase orders select the PO for which you wish to submit a credit note by hitting the radio button '+'

Active purchase orders			
Select	PO number	PO date	Customer
<input type="radio"/>	0043299004	15/01/2015	Bristol-Myers Squibb (0115) - TEST
<input checked="" type="radio"/>	0043299003	15/01/2015	UPSA SAS (0115)

⇒ Select 'Convert PO' on the bottom of PO preview page



- ⇒ Populate 'Credit note number' > tick appropriate PO line and select 'Tax rate'
- ⇒ Amend Quantity and unit price accordingly to reflect real value you wish to credit
- ⇒ Select 'Create Invoice'

PO Convert #0043299003

[Help with this page](#)

Create invoice

Enter invoice number
credit note convert PO

Select PO line items to use

Apply tax code to selected items Please select

Apply to selected items

No	Part code	Description	Qty	UoM	Unit price	Net amount	<input type="checkbox"/>	Qty	Unit price	Tax rate
00001		Combi. b...	5,000	Each	41,74000	208,700	<input checked="" type="checkbox"/>	5,000	41,74000	20% VAT
00002		SURCHAUS...	10,000	Each	35,08000	350,800	<input type="checkbox"/>			Please select
00003		OMBINAIS...	10,000	Each	41,74000	417,400	<input type="checkbox"/>			Please select

Back
Create invoice

- ⇒ Click 'Confirm' on the following screen

PO Convert #0043299003

[Help with this page](#)

Create invoice

Invoice number
Credit note convert PO

Line	Description	Qty	UoM	Unit price	Tax rate	Tax amount	Net amount	Gross amount
1	Combi. b...	5,000	Each	41,74000	20,00	41,74	208,70	250,44

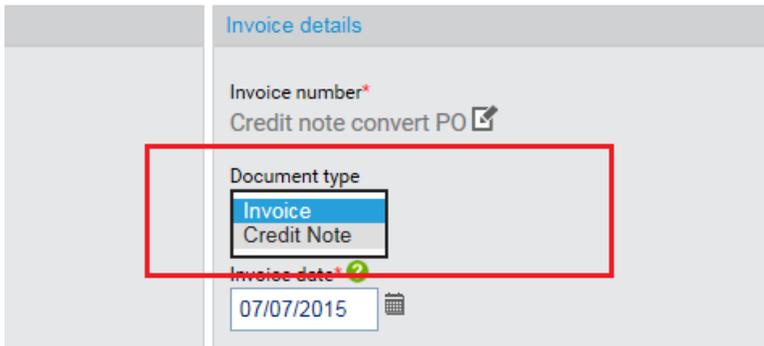
Summary

No. of lines	1
Sub total	EUR 208,70
Total tax	EUR 41,74
Net total	EUR 250,44

Back
Confirm

⇒ In the following screen CHANGE the document type on right hand side from invoice to credit note:

[Help with this page](#) ⓘ



Invoice details

Invoice number*

Credit note convert PO 

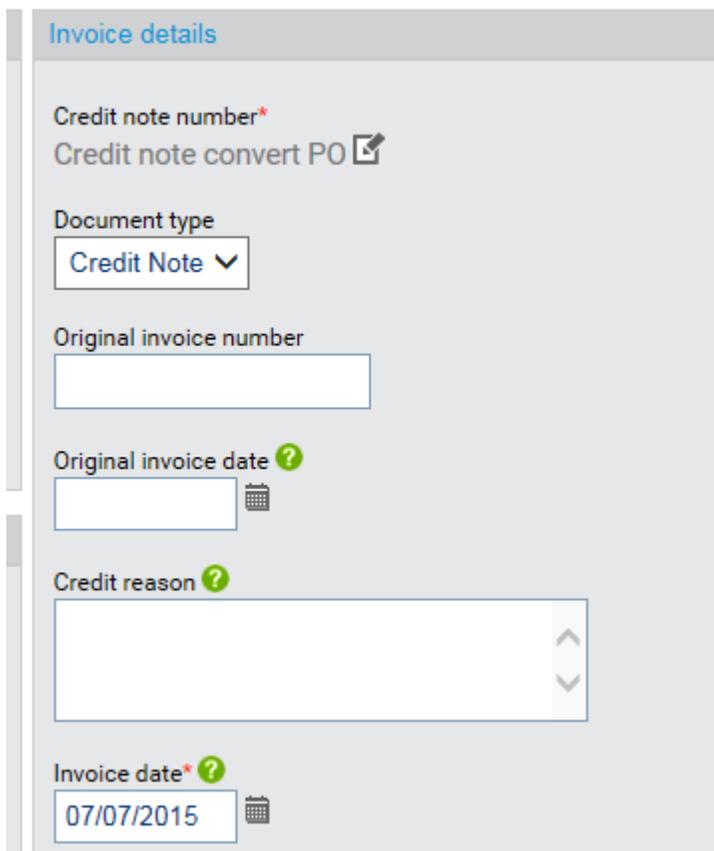
Document type

- Invoice
- Credit Note

Invoice date* ⓘ

07/07/2015 

⇒ Once Credit Note document type is selected you will be able to enter the original invoice number, original invoice date and credit reason:



Invoice details

Credit note number*

Credit note convert PO 

Document type

Credit Note ▼

Original invoice number

Original invoice date ⓘ

Credit reason ⓘ

Invoice date* ⓘ

07/07/2015 

⇒ Remaining steps are identical to invoice submission section.