QUICK REFERENCE GUIDE

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Infused Products Dispensing Customer Return Goods Request

If you have any questions or concerns related to this return policy or status, contact Bristol-Myers Squibb Customer Service E-mail: customerserviceoperations@bms.com Phone: <u>1-900-631-5244</u>

Contact Information		Original Purchase Inform	nation
Requestor Name:*	JAMES BROWN	Wholesaler Name:*	Cardinal Health Specialty
Requestor Position:*	PHARMACY TECH	Wholesaler Location:*	LA VERGNE, TN
Company Name:*	Community Hospital	Wholesaler Account:*	12345678
Address:*	GEORGE ROAD	Invoice Number:*	8675309
City:*	ТАМРА	Invoice Date:*	11/26/2018
State:*	Florida \vee	P0 Number:*	123
Zip:*	33634	Date loss occurred:*	11/28/2018
Phone:*	(813) 881-9999		
Phone Extension:			
E-Mail:*	JAMES.BROWNE@CH.COM		
O Unopened - Unable O Unopened - Unable Patient unavailable to Patient unavailable to Patient ineligible for O Compromised refrige Mishandling of the dr	e to Identify An Alternate Patient I receive when patient refuses treatment I receive due to adverse event reatment. ration (i.e. left out) ug (i.e. dropped vial, incorrect mixing)		3
Unopened product no To sod product, enter p	t accepted by wholesaler or speciality distributor due	to distributor's determinati	on or potential compromise of product in
you are requesting to ret	um on this invoice.		
Product to return*	 ✓ Quantity[®] 	Lot #*	Expiration Date*
	to be returned	Quantity	Lot # Expiration Date
Select Product			
Select Product	40mg (1vl) 00003-3734-13	1	BNRB03A Jan 2020 4

accordance with applicable requirements for the disposal of medical waste (if opened/mixed/damager

Section 1 – Detail to identify your customer information, including your account number with the wholesaler. If the credit request is approved, BMS would credit the wholesaler providing your coordinating account number.

If product was received on **multiple invoices**, submit separate forms for each invoice number (See "Submit" section). The wholesaler invoice date and number is required.

PO number is a required field. If no PO number, please type N/A.

Section 2 – Please answer Yes or No, if the invoice was eligible for government program or government contract related discount. (Required)

Select **Yes** if government eligible pricing, the system will require a DEA, HIN or 340B grant number to be entered.

Select No, if the invoice is not eligible for government pricing.

Section 3- Reason for return **(Required).** Select the one that best fits your return request. Return reasons may have a secondary question to identify if the product was open or unopened.

Secondary question **(Required).** Select Open or Unopened dependent on your request.

Section 4 – click on "Product to return", then select your product. If product is <u>not</u> listed in the drop-down, then it is not eligible through this program.

Quantity entered is the **vial** count.

BMS product lot number (6 to 7 characters, alphanumeric or numeric) Expiration date for the BMS product. Click the box, select **Month** and **Year**.

To **Add** product to the request, Click on **"ADD SELECTED ITEM"** To **remove** product added in error, select the product by clicking on the check box, then click on **"Delete"**

Section 5 – Check mark the box certifying the above detail is correct.

Submit – Once all detail is final, click **"Submit"** once to receive confirmation number. (i.e. ReturnsException-00220(see next page)). Allow time to process. *Note:* Clicking submit multiple times will submit same request, causing duplicate requests.

<u>If multiple invoice numbers</u>, select the "Click Here" from the confirmation page. The system will return to the form to create with new invoice detail.



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Frequently Asked Questions

Q. Why am I not receiving the "Confirmation Number"?

A. Review form for "Required" or "Invalid Format" pop-ups

Q. My Wholesalers not listed. How do I proceed?

A. BMS list consists of our direct wholesalers, please contact your wholesaler to drill down to a BMS wholesaler.

- Q. I do not have my wholesaler account number
- **A.** This information may be on your invoice. If not, contact your wholesaler.
- Q. I do not have a PO Number but it is a required field. What do I use?
- A. Type in "Not available" or "N/A"

Q. System says that I need to add additional product, but I only have one product to list. What does it need?

A. Please click on the "Add Selected Item". This will add the product you entered into the system. Without clicking "Add Selected Item" the system does not show any product for this request.

Q. I clicked on submit, but I did not receive my confirmation number. Did it submit?

A. Allow time for the system to process. If no confirmation number is received, please validate there are no required fields or invalid format. Contact BMS customer service for assistance @ 800-631-5244