



I. PURPOSE

To receive Bill Only Purchase Orders, Supplier must meet all requirements below at all Scripps Health locations utilizing the online QSight Bill Only system:

1. A request for a Purchase Order must be submitted online at Scripps QSight Bill Only for all products that are “walked” or “shipped” into the Scripps’ facility.
2. The invoice/packing slip or Bill of Goods must be reviewed by the Circulating Nurse, to verify receipt and quantities used. **The following information must be inputted in QSight Bill Only:**
 - 1) (DOS) Date of procedure
 - 2) Surgeon name
 - 3) Line item detail of all implants/devices used, including the following:
 - Manufacturer item/product numbers and item description
 - Lot and/or serial number
 - Unit of measure
 - Quantity
 - 4) For all procedures except “Total Joints,” each line must have an associated price. If it is a “No Charge” item, it must be clearly identified. Also, any item that is “Wasted” or “Explanted” must be clearly checked as such.
 - 5) For “Total Joint” procedures, Supplier MUST clearly identify the construct code on the Bill Only Request (no PO number will be issued until complete). If any implants are used outside of this, those items must be clearly identified and priced in accordance with the centralized pricing terms. If a procedure is scheduled as a Total Joint, and Supplier’s Bill Only Request has “Revisions” on it, Supplier will not be issued a PO until this is reconciled. All Revision procedures must contain an itemized Bill Only request of the products/implants used, with line item pricing.
 - 6) All associated charges must be on the Bill Only request. If the Bill Only Request that is submitted differs from the items documented in the procedure, Scripps Health will not execute payment on the additional items.
3. The Bill Only request for each procedure must be submitted within 24 hours of the procedure. If Supplier’s Bill Only request is not received within the time period provided, the products will be considered a donation.
4. PO numbers will be issued 48-72 hours after the receipt of a proper Bill Only request. No PO numbers will be issued until all required information has been submitted.
5. The Bill Only request must list correct Scripps pricing. Any discrepancy must be handled at the corporate Supply Chain office (858) 622-2800.
6. Freight costs will not be paid on “walk-in” products.



Title: Bill Only Invoices

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Department: Supply Chain

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APPROVALS	
Function	Name/Title
Subject Matter Expert	Stacy Griffin, Director, Logistics Supply Chain Management
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