



## **I. PURPOSE**

Scripps' policies are enumerated below and must be followed for Vendor to receive Bill Only Purchase Orders. Vendor will not receive a Purchase Order number until all requirements are completed on Vendor's Bill Of Goods.

1. Two legible copies of the invoice/packing slip must accompany all products that are "walked" into the facility.
2. The invoice/packing slip or Bill Of Goods must be verified and signed by the Circulating Nurse, to verify receipt and quantities used. The following information must be provided:
  - a. Bill Of Goods must be on the company letter head of the Manufacturer
  - b. (DOS) Date of procedure
  - c. Surgeon name
  - d. Line item detail of all implants used, include the following:
    - 1) Manufacturer item/product numbers and item description
    - 2) Lot and/or serial number
    - 3) Unit of measure
    - 4) Quantity
    - 5) For all procedures outside of "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 labeled as such.
    - 6) If a "Total Joint" procedure, Vendor MUST clearly identify the construct code on the Bill of Goods. 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 Vendor's Bill Of Goods has "Revision" on it, Vendor will not be issued a PO until this is reconciled and researched. All revision procedures must contain an itemized list of the products/implants used with line item pricing.
    - 7) All associated charges must be on the Bill Of Goods when it is provided to the site. If the invoice that is received differs from the original documentation, Scripps will not execute payment on the additional items.
    - 8) All Bill Of Goods must have a "Total" cost on them.
3. The invoice must be submitted the same day as the procedure. One copy of the invoice/packing slip must be attached to the patient charges, by submitting the invoice to the Circulating Nurse. The other copy must be placed at the Surgery Front Desk.



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**Approval Date: October 1, 2017**

**Department:**

Bill of Goods for each procedure must be received within 24 hours of the procedure. If Vendor's document 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 invoice/packing slip/Bill of Goods. No PO numbers will be issued until all required information has been provided.
5. The invoice/packing slip must list "correct" Scripps pricing. Any discrepancy must be handled at the corporate Supply Chain office. Their number is (858) 622-2800.
7. Freight will not be paid on "walk-in" products.

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<b>APPROVALS</b>	
<b>Function</b>	<b>Name/Title</b>
<b>Subject Matter Expert</b>	Stacy Griffin, Director, Supply Chain Logistics
<b>Department Leadership</b>	Cecile Hozouri, Asst. VP. Supply Chain Management