



# **Purchase Order Guidelines**

## **Radiology: Syringe and Disposable**

**Bayer Healthcare, LLC**

**August 1, 2016**

## 1. Purpose and Scope

These Guidelines document the policy for domestic US customers placing a standard order of syringe and disposable product from Bayer Pharmaceuticals Radiology.

## 2. Policy

**A credit application is required to be completed by prospective customers and submitted to RICustomerAccounts@bayer.com prior to placing their initial order.**

**Orders with a total net value greater than \$1000 must be submitted to Bayer via a physical purchase order, submitted electronically.** Faxed documents and emailed images of scanned purchase orders are acceptable means for submission. Please contact Customer Care if a Microsoft Word template is needed, as this can be provided upon request. Orders placed via the myORDERS website do not require a written purchase order.

**Orders that are drop-shipped to non-standard shipping locations must be submitted to Bayer via a physical purchase order, submitted electronically.** Faxed documents and emailed images of scanned purchase orders are acceptable means for submission.

**Submitted purchase orders should include customer information.** Ship-to company name and address must be included on every purchase order. Purchase orders submitted in batch must be listed distinctly on separate pages.

**Bayer's preferred means of accepting purchase orders is via electronic data interchange (EDI) or via Bayer's myORDERS website.** Bayer HealthCare LLC is available on GHX's online exchange for ordering convenience. myORDERS can be accessed via the web at <http://myORDERS.bayer.com>.

**Orders submitted via fax or email are acceptable if EDI or web access are not available.**

**Ordering via phone should be generally limited to expedited order requests.** Please be advised that orders over \$1000 will require a physical purchase order to be submitted.

**Credit card orders are not permitted.** Only US Government entities are authorized to use credit cards as a means of payment for purchases.

**Order confirmations will be provided within 24 hours of order approval.** Faxed orders require a confirmation fax line on the purchase order. Emailed orders will be confirmed to the sender's email address unless otherwise requested. Orders received via GHX or myORDERS will be confirmed automatically upon Bayer's receipt and credit approval of the order.

**Customer pick-ups are permitted with restriction.** Bayer will permit customer pick-ups of their order from the New Galilee, PA distribution center for customers that are located within a 100 mile radius of the distribution center. In this case, the customer will assume all liability for freight carrier pick up. Bayer will not permit pick-ups for customers that are outside of the 100 mile radius of the New Galilee, PA distribution center.

**Orders ship the next business day following order approval.** Orders needing expedited processing will require a specific request for same day shipment, either via written or verbal means.

**Bayer Healthcare will accept standing orders for shipments with a maximum shipping date of 1 year in the future from the PO receipt date.** All standing orders longer than this length will not be accepted and will have to be resubmitted with allowable dates.

**Standing orders' shipping dates can only be extended through the expiration of current contract pricing.** Standing order shipments can only be scheduled to ship until the expiration of current contract pricing. Bayer's Customer Care and Contracting departments will perform the research to investigate standing order duration eligibility. If the contract price changes during the duration of the standing order a new standing order will need to be submitted to Bayer. The existing standing order will be cancelled.

**All standing orders must be received in written form, either physically or electronically, on a valid customer purchase order.** Standing orders cannot be processed verbally. This is in an effort to protect the customer's information, pricing, and invoicing accuracy.

**Modifications to the quantity, duration, or shipping dates of an existing standing order require the submission of written modification instructions to be submitted to Bayer.** This requirement protects both the customer and Bayer from unauthorized changes and order entry error.

## 3. Contact Information

**Customer Care:** 1 (800) 633-7231, ext. 2

**Purchase Order Fax Line:** 1 (412) 767-4120

**GHX Supplier Name:** Bayer HealthCare LLC

**Email:** RICustomerCare@Bayer.com

**Hours of operation:** Monday–Friday: 8 AM–5 PM EST

**Online:** <http://myORDERS.bayer.com>

## 4. Activation

This policy is effective August 1, 2016.



**New! Order disposables online**  
**myORDERS.Bayer.com**

# Appendix A: Understanding your invoice

## Invoice

Invoice Date: 06/23/2015

**6000004222**

INVOICE NUMBER

Hospital Medical Center  
12707 Shawnee Mission Pkwy  
Shawnee KS 66216-1846

BILL TO NAME  
AND ADDRESS

**Customer 137186**  
Hospital Medical Center  
12707 Shawnee Mission Pkwy  
Shawnee KS 66216-1846

SOLD TO ACCOUNT  
NUMBER AND  
ADDRESS

**Ship-To Party 137190**  
Hospital Imaging Center  
15100 W 67th St  
Shawnee KS 66217-9328

SHIP TO ACCOUNT  
NUMBER AND  
ADDRESS

**For information please contact**  
Phone +1 800 633 7231

RADIOLOGY  
CUSTOMER  
CARE PHONE  
NUMBER

**References**  
Payer: 137186  
PO Number/Date: 123456  
Sales Order/Date: 81458  
Delivery No./Date: 100019297  
Warehouse: RI Sales

ORDER  
INFORMATION

/ 06/22/2015  
/ 06/22/2015  
/ 06/23/2015

Item	Article Code	Description	Qty	Unit	Unit Price	Per	Amount
10	59350734-3015901	STELLANT SINGLE SYRINGE TRI-PAK W/	2	BOX	425.00	1 BOX	850.00
	SSS-CTP-QFT	Discount (Value)					250.00
		<b>Item level total</b>					<b>600.00</b>
	SSS-CTP-QFT	Batch: LEW01 Exp. Date:					
20	58745948-SSQK 65/1	<b>KIT,65/115ML,96"CT/CV,MRI</b>	1	BOX	195.00	1 BOX	195.00
	SSQK 65/115VS	Discount (Value)					45.00
		<b>Item level total</b>					<b>150.00</b>
	SSQK 65/115VS	Batch: TEST_12345 Exp. Date:					
	SSQK 65/115VS						
Shipping and Handling							42.00
<b>Subtotal</b>							<b>792.00</b>
Tax Jur Code Level 1							6.150 % 792.00
Tax Jur Code Level 2							1.225 % 792.00
Tax Jur Code Level 3							1.625 % 792.00
							12.87

**Total amount in USD**

**863.28**

TOTAL  
AMOUNT  
DUE

Ordering via GHX? Bayer HealthCare now supports electronic invoices via  
EDI 810. Please email [RIeorders@bayer.com](mailto:RIeorders@bayer.com) for more information.

**Payment terms:** Up to 07/23/2015 without deduction 30 d. w/o discount of inv. net

PAYMENT TERMS

**Incoterms:** CPT Carriage paid FOB SHIPPING POINT

**PLEASE REMIT TO:**

Bayer HealthCare  
P.O. Box: 360172  
Pittsburgh PA 15251-6172

REMIT TO  
ADDRESS

**Invoice No** : 6000004222  
**Customer No** : 137186

Please mention this data in every business correspondence: invoice nr. 600004222, invoice date 06/23/2015, customer nr. 137186



# Bayer

Pharmaceuticals Division

Bayer HealthCare LLC  
100 Bayer Boulevard  
P.O. Box 915  
Whippany, NJ 07981  
[www.radiologysolutions.bayer.com](http://www.radiologysolutions.bayer.com)



Bayer Medical Care Inc.  
1 Bayer Drive  
Indianola, PA 15051 USA  
Customer Service/Orders  
1-800-633-7231  
Customer Service Fax  
1-412-767-4120

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PP-SP-US-0021 August 2016