



**SUPPLIER MASTER CHANGE REQUEST**

Please complete only the fields that require change in the MJN system. **Supplier Name\*** and **MJN Supplier Number/ PO Number\*** from MJN are required fields. Please TYPE. **Save** this document to your computer before completing.

Email completed document and supporting documentation to the address listed below for your region.

<b>Supplier Name*</b>		
<b>Supplier Number*</b> (8 characters, begins with 3 or 4)		
<b>PO Number* (if Supplier # unknown)</b>		
<b>SUPPLIER INFORMATION</b>		
<i>Updated tax forms are required as formal documentation reflecting the changes requested below and should be included with this form.</i>		
Supplier Legal Name		
Street Address		
Post Office Box		
City		
State / Province		
Postal Code (US Zip+4 required)		
Tax ID Number		
<b>CONTACT INFORMATION</b>		
PO Issuing Email Address		
Accounts Payable Email		
Accounts Receivable Email		
<b>BANKING INFORMATION</b>		
<i>Formal documentation of the complete banking information will be required if payment is by any method other than check. It may be in ANY form of legal/valid/acknowledged document. Documents can be in PDF, Word, Excel or JPG formats should be included in the email with this form.</i>		
<b><u>If Payment Method Is By Check, Please Provide Mailing Information</u></b>		
Street Address or P.O. Box		
City and State/Region		
Postal Code (US Zip+4 required) and Country		
<b><u>If Payment Method is ACH or Wire Please Provide Bank Information – Formal Documentation Required</u></b>		
Account Type (Checking / Saving)		
Bank Name		
Bank Address (Number and Street)		
Bank Address (City, Region/State)		
Bank Country		
Bank Branch		
Bank Account		
Bank Key / ABA Routing Number		
Bank Key (Brazil Only)		
Currency		
SWIFT Code (if available)		
<b>SUPPLIER PORTAL ACCESS</b>		
<b>We are an existing Portal Supplier</b>	<b>We are requesting to be a new Portal Supplier</b>	
<b>Primary User</b>		
Primary User Full Name		
Email Address		
Phone Number		
Supplier Portal Role* (select one) Role Definitions are listed on next page.		



**SUPPLIER MASTER -- CHANGE REQUEST**

Portal User Changes		
<b>Additional User #1</b>	<b>Add User</b>	<b>Change User</b>
Full Name		
Email Address		
Phone Number		
Supplier Portal Role* (select one)		
<b>Additional User #2</b>	<b>Add User</b>	<b>Change User</b>
Full Name		
Email Address		
Phone Number		
Supplier Portal Role* (select one)		
<b>Additional User #3</b>	<b>Add User</b>	<b>Change User</b>
Full Name		
Email Address		
Phone Number		
Supplier Portal Role* (select one)		
Supplier Portal Role Definitions		
<b>Purchase Order Collaboration Manager</b>	Receive Purchase Orders Perform PO response/acknowledgement Confirm completion of service Perform invoice and credit memo entry Search for and download PO's, invoices, confirmations, and goods receipts	
<b>Accounts Receivable Manager</b>	View invoice and payment status	
INFORMATION BELOW TO BE COMPLETED ONLY BY MJN EMPLOYEE		
<b>Extensions</b>	<b>Purchasing Organization</b>	<b>Company Code</b>
<b>Block / Delete</b>	<b>Purchasing Organization</b>	<b>Company Code</b>
<b>Unblock / Undelete</b>	<b>Purchasing Organization</b>	<b>Company Code</b>
<b>Additional Notes:</b>		

**Please email this form and supporting documentation to one of the following email addresses:**

- North America: [mjscmna@mjn.com](mailto:mjscmna@mjn.com)
- Latin America: [mjncmla@mjn.com](mailto:mjncmla@mjn.com)
- Europe: [mjnscmeu@mjn.com](mailto:mjnscmeu@mjn.com)
- Asia: [mjnscmap@mjn.com](mailto:mjnscmap@mjn.com)

**Please direct any questions to the Customer Assistance Center (CAC). The telephone numbers for the Service Desks are:**

**North America**

US, Canada and Puerto Rico:  
1-888-339-9491

**Latin America**

Argentina: 0800-222-0611  
 Brazil: 0800-892-3003  
 Colombia: 01800-954-7505  
 Dominican Republic: 1800-751-3460  
 Ecuador: 1800-102-045  
 Mexico: 001-877-606-10-43  
 Peru: 0800-54-664  
 Venezuela: 0800-100-5645

**Europe**

Belgium: 888-339-9491  
 Netherlands: 0800-023-0966  
 France: 0800-90-5801  
 Spain: 900-995-477  
 Portugal: 800-854-007  
 Poland: 00-800-111-1918  
 Great Britain: 0808-234-9755  
 Italy: 800-789745  
 Sweden: 020-79-6020  
 Denmark: 80-887423  
 Norway: 800-10463  
 Ireland: 1-800-55-138

**Asia**

Philippines: 1-800-11110596  
 Australia: 1-800-919-498  
 China: 4001726982  
 Hong Kong: 1-800-905-528  
 India: 000-800-100-1431  
 Indonesia: 001-803-60-1929  
 Malaysia: 1-800-81-5523  
 Singapore: 800-110-1824  
 Taiwan: 00801601355  
 Thailand: 1-800-060-110  
 Vietnam: 120-60111