



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.

Supplier Name*		
Supplier Number* (8 characters, begins with 3 or 4)		
PO Number* (if Supplier # unknown)		
SUPPLIER INFORMATION		
<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		
CONTACT INFORMATION		
PO Issuing Email Address		
Accounts Payable Email		
Accounts Receivable Email		
BANKING INFORMATION		
<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>		
<u>If Payment Method Is By Check, Please Provide Mailing Information</u>		
Street Address or P.O. Box		
City and State/Region		
Postal Code (US Zip+4 required) and Country		
<u>If Payment Method is ACH or Wire Please Provide Bank Information – Formal Documentation Required</u>		
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)		
SUPPLIER PORTAL ACCESS		
We are an existing Portal Supplier	We are requesting to be a new Portal Supplier	
Primary User		
Primary User Full Name		
Email Address		
Phone Number		
Supplier Portal Role* (select one) Role Definitions are listed on next page.		



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Portal User Changes		
Additional User #1	Add User	Change User
Full Name		
Email Address		
Phone Number		
Supplier Portal Role* (select one)		
Additional User #2	Add User	Change User
Full Name		
Email Address		
Phone Number		
Supplier Portal Role* (select one)		
Additional User #3	Add User	Change User
Full Name		
Email Address		
Phone Number		
Supplier Portal Role* (select one)		
Supplier Portal Role Definitions		
Purchase Order Collaboration Manager	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	
Accounts Receivable Manager	View invoice and payment status	
INFORMATION BELOW TO BE COMPLETED ONLY BY MJN EMPLOYEE		
Extensions	Purchasing Organization	Company Code
Block / Delete	Purchasing Organization	Company Code
Unblock / Undelete	Purchasing Organization	Company Code
Additional Notes:		

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

- North America: mjnscmna@mjn.com
- Latin America: mjnscmla@mjn.com
- Europe: mjnscmeu@mjn.com
- Asia: 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