



**SUPPLIER MASTER CHANGE REQUEST**

**供应商资料修改申请**

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.

请填写所要修改的内容（请勿手写），供应商名称和供应商代码/PO 号码是必填的。填写前把此文档保存到你的电脑中，填写完后连同支持文档发送到此表最下面你所在区域所属的邮箱。

<b>Supplier Name*</b> 供应商名称	
<b>Supplier Number*</b> (8 characters, begins with 3 or 4) 供应商代码 (8 位数字, 以 3 或 4 开头的)	
<b>PO Number* (if Supplier # unknown)</b> 采购订单号码 (如不知道供应商代码需填写此项)	
<p><b>SUPPLIER INFORMATION</b> 供应商信息</p> <p><i>Updated tax forms are required as formal documentation reflecting the changes requested below and should be included with this form.</i> 需要修改以下信息的话必须在此表中附上最新的税务表作为支持文件.</p>	
Supplier Legal Name 供应商法律名称	
Street Address 地址	
Post Office Box	
City 城市	
State / Province 州/省	
Postal Code (US Zip+4 required) 邮政编码	
Tax ID Number 税号	
<p><b>CONTACT INFORMATION</b> 联系方式</p>	
PO Issuing Email Address 接收采购订单邮箱	
Accounts Payable Email 付款邮箱	
Accounts Receivable Email 收款邮箱	
<p><b>BANKING INFORMATION</b> 银行信息</p> <p><small>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.</small></p> <p>除支票支付方式以外其余的付款方式都必须提供包含完整银行信息的正式文档。可以是法定或法律上承认的文件。上传格式可以是 PDF, Word, Excel 或 JPG</p>	
<p><b>If Payment Method Is By Check, Please Provide Mailing Information</b> 如果支付方式是支票, 请提供邮寄信息</p>	
Street Address or P.O. Box 地址	
City and State/Region 城市、州或地区	
Postal Code (US Zip+4 required) and Country 邮政编码及国家	
<p><b>If Payment Method is ACH or Wire Please Provide Bank Information – Formal Documentation Required</b> 如果付款方式是电汇, 请提供银行信息 (必须提供正式的银行资料文档作为支持文件)</p>	
Account Type (Checking / Saving) 账号类型	
Bank Name 银行名称	
Bank Address (Number and Street) 银行地址 (号码及街道)	
Bank Address (City, Region/State) 银行地址 (城市、区域/州)	
Bank Country 银行所在国家	
Bank Branch 银行支行	
Bank Account 银行账号	
Bank Key / ABA Routing Number 银行代码/ABA Routing Number	

Bank Key (Brazil Only) (仅巴西适用)			
Currency 货币			
SWIFT Code (if available)			
<b>SUPPLIER PORTAL ACCESS 供应商 Portal 权限</b>			
We are an existing Portal Supplier 我们已经是 Portal 供应商		We are requesting to be a new Portal Supplier 我们正在申请成为 Portal 供应商	
Primary User 首选用户			
Primary User Full Name 首选用户全名			
Email Address 邮箱地址			
Phone Number 电话号码			
Supplier Portal Role* (select one) 供应商在 Portal 中的角色 (请选一个) Role Definitions are listed on next page. 角色的定义在下一页中有列出		采购订单管理人 Purchase Order Collaboration Manager  账款接收管理人 Accounts Receivable Manager	
<b>Portal User Changes/Portal 用户更改</b>			
Additional User #1 其他用户 1		Add User 添加用户	
Full Name 全名		Change User 修改用户	
Email Address 邮箱		Remove User 删除用户	
Phone Number 电话			
Supplier Portal Role*角色 (select one 请选一)		采购订单管理人 Purchase Order Collaboration Manager 账款接收管理人 Accounts Receivable Manager	
Additional User #2 其他用户 2		Add User 添加用户	
Full Name 全名		Change User 修改用户	
Email Address 邮箱		Remove User 删除用户	
Phone Number 电话			
Supplier Portal Role*角色 (select one 请选一)		采购订单管理人 Purchase Order Collaboration Manager 账款接收管理人 Accounts Receivable Manager	
Additional User #3 其他用户 3		Add User 添加用户	
Full Name 全名		Change User 修改用户	
Email Address 邮箱		Remove User 删除用户	
Phone Number 电话			
Supplier Portal Role*角色 (select one 请选一)		采购订单管理人 Purchase Order Collaboration Manager 账款接收管理人 Accounts Receivable Manager	
<b>Supplier Portal Role Definitions 供应商 Portal 角色的定义</b>			
Purchase Order Collaboration Manager 采购订单管理人		Receive Purchase Orders 接收采购订单 Perform PO response/acknowledgement 履行采购订单反馈或确认 Confirm completion of service 服务完成确认 Perform invoice and credit memo entry 发票及货款账单录入 Search for and download PO's, invoices, confirmations, and goods receipts 查找及下载采购订单/发票/确认/收货	
Accounts Receivable Manager 账款接收管理人		View invoice and payment status 查看发票及付款状况	
<b>INFORMATION BELOW TO BE COMPLETED ONLY BY MJN EMPLOYEE 以下信息需要由 MJN 员工填写</b>			
Extensions 扩展		Purchasing Organization 采购组织	Company Code 公司代码
Block / Delete 锁定/删除		Purchasing Organization 采购组织	Company Code 公司代码
Unblock / Undelete 解锁/恢复		Purchasing Organization 采购组织	Company Code 公司代码
Additional Notes 其它标注:			

Please email this form and supporting documentation to one of the following email addresses: 请把此表及相关支持文档发送到以下属于你的区域的邮箱。

- North America: [mjnscmna@mjn.com](mailto:mjnscmna@mjn.com)
- Latin America: [mjnscmla@mjn.com](mailto:mjnscmla@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 ServiceDesks are:

如有任何问题可以直接打电话到 CAC (客户帮助中心)。电话号码如下: China: 4001726982