MEAD JOHNSON NUTRITION SUPPLIER PORTAL

Processing A Goods/Material Purchase Order

August 17, 2014 – Version 3

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Goods and Materials PO Scenario Description and Transaction Flow

A “Goods” purchase order is one that has been created for the procurement of Goods/Materials. The purchase order contains the description, price and unit of measure in the PO item.

Purchase order items created with a quantity of “1” can only be acknowledged and invoiced in full. Purchase order items with a quantity greater than “1” can be acknowledged and invoiced partially.

The MJN Requester or Buyer is responsible for the transactions in **Gold**. Suppliers are responsible for the transactions in **Blue** in the Portal.
Note: This document provides the details of the steps in Blue only

Steps	Transaction	Responsible	Brief Description
1	Create Shopping Cart	MJN Requester	MJN Requester creates a shopping cart. The shopping cart is created using “Material” as the type.
2	Create PO	MJN Buyer	MJN Buyer creates the purchase order based on the purchase requisition from an approved shopping cart. The PO is sent to the Supplier Portal.
3	Receive PO & Perform PO Response/ Acknowledgement	Supplier	The supplier contact who is setup in the Supplier Portal receives an email for the new/changed PO. The supplier logs into the Portal to view, print and perform a purchase order response (a.k.a., acknowledge receipt of the PO). **Note:** PO Response is a required action. Failure to perform a timely and accurate PO Response will result in continued follow- up by the MJN Procurement team and also prevent any subsequent transactions such as goods receipt and invoicing.
4	Create Invoice/ Credit Memo	Supplier	The supplier creates the invoice once the actual goods or materials have been delivered to the MJN Requester.
5	Accounts Receivable Status	Supplier	Suppliers can view the status of payment and open invoices. This section is described in more detail in the training document entitled: “Supplier Portal Guide – Accounts Receivable Status”

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Glossary of Terms and Abbreviations used in this document:

Term	Description
Goods/Material PO	Goods/Material POs refer to purchase orders that have been created for "Material" type of items.
SC	Shopping Cart
PO	Purchase Order
MJN	Mead Johnson Nutrition
MJN Requester	The business or contact MJN who has requested or created the shopping cart for the goods/services in the MJN e- Buy system.
MJN Buyer	The buyer who has created the purchase order based on the purchase requisition from an approved shopping cart.

Pre-Requisites

1. Supplier is setup on the MJN Supplier Portal. Portal URL and access (User ID and Password) has been provided to the supplier. For any new supplier setup or access requests please refer to the "Supplier Request for Portal Access Form" which is located on the MJN Supplier Resource page at http://www.meadjohnson.com/supplier-resource-us-en.
2. Supplier is able to login to the Portal and is able to view all web pages. For any technical issues related to internet browser settings, pop-ups, firewall/network settings or security network rules which prevent you from being able to properly view the Portal web pages, refer to the "Technical Troubleshooting" document. If required, contact your company's Technical Support team to ensure that all web pages in the Supplier Portal are functioning properly.

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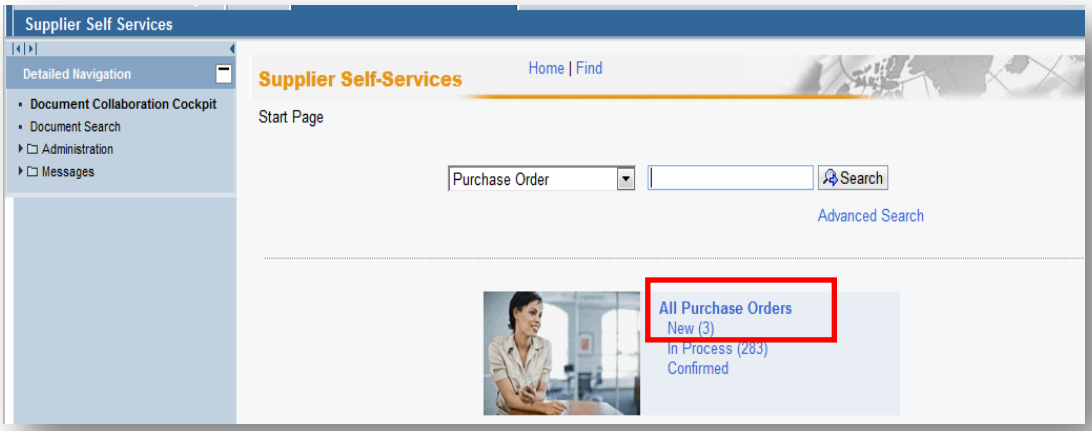
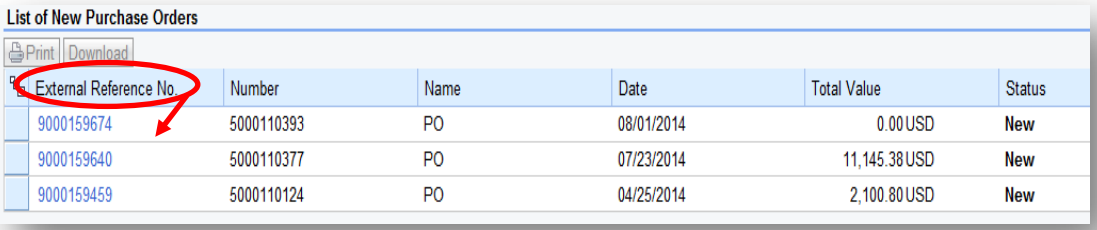
Selecting The Purchase Order

1. Login to the Portal using your User ID and Password.
2. Click “Purchase Order Collaboration” and then “Supplier Self Services”.
3. Click on “All Purchase Orders” or do a PO Search.



4. The “List of Purchase Orders” is displayed. Click on the “External Reference No.” to view the details of a PO.



External Reference No.	Number	Name	Date	Total Value	Status
9000159674	5000110393	PO	08/01/2014	0.00 USD	New
9000159640	5000110377	PO	07/23/2014	11,145.38 USD	New
9000159459	5000110124	PO	04/25/2014	2,100.80 USD	New

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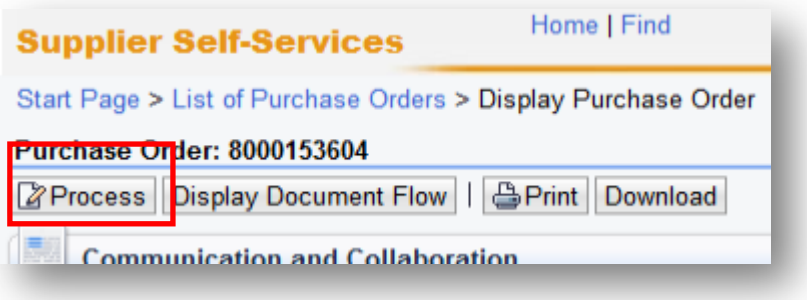
Perform Purchase Order Response (Acknowledgement)

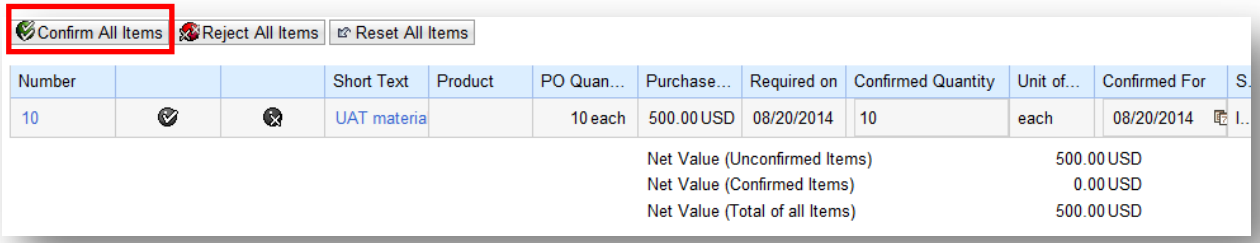
1. Select the PO you want to acknowledge (confirm).
2. Click “Process”.



3. A new window will open. Review the purchase order details such as item description, delivery date, price, quantity and unit of measure.

If you find a discrepancy with any PO information do not make the selection in the system to “**Reject All Items**”. Please contact the Buyer listed on the purchase order. Once they issue the PO change it will require your response/acknowledgement before proceeding further.

4. If acknowledging a PO without change, click “Confirm All Items”.



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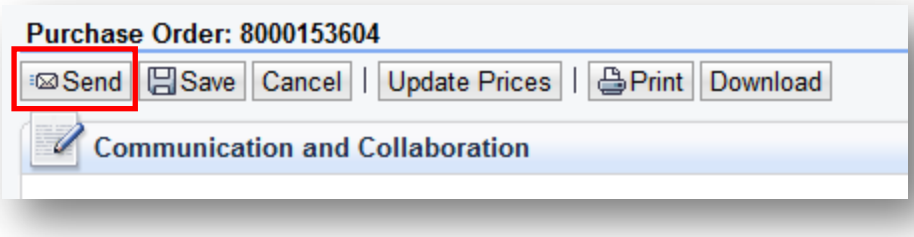
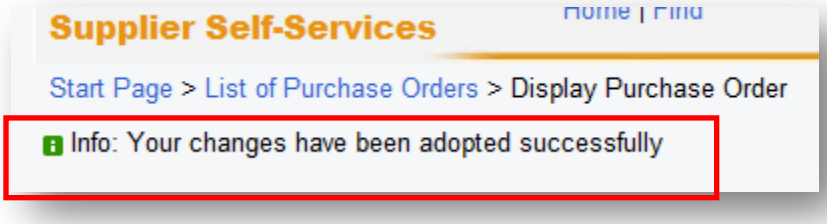
5. Go back to the top of the screen and click the “Send” icon.



6. A message will display if your acknowledgement was successful.



Additional Notes related to PO Response/Acknowledgement

You may encounter warning messages when processing a Purchase Order response/acknowledgement.

a. Messages displayed with a yellow triangle are soft warning messages and the system will not prevent you from submitting the PO response.

b. Messages displayed with a red icon are a hard stop and will prevent you from submitting the PO response/acknowledgement.

Create Invoice

IMPORTANT: Portal suppliers must submit invoices through the portal. Hard-copy invoices will be rejected.

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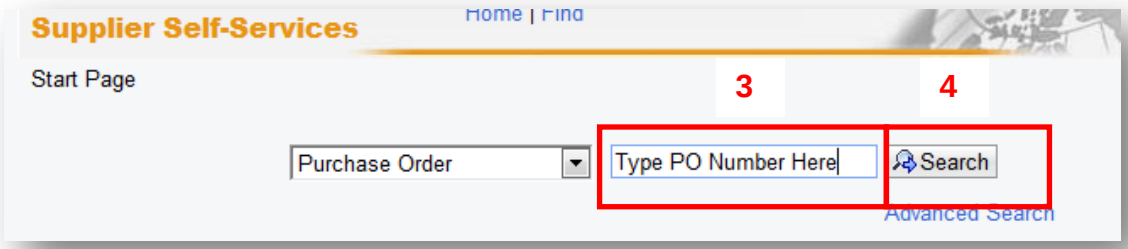
Invoice Based on PO Response/Acknowledgement

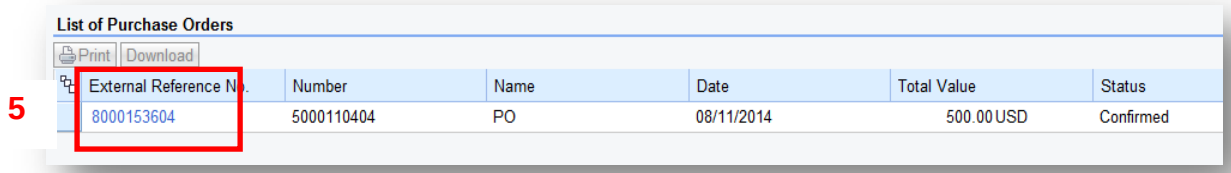
1. Login to the Portal with your User ID and Password.
2. Click “Purchase Order Collaboration” and then “Supplier Self Services”.
3. Enter PO number in search field.



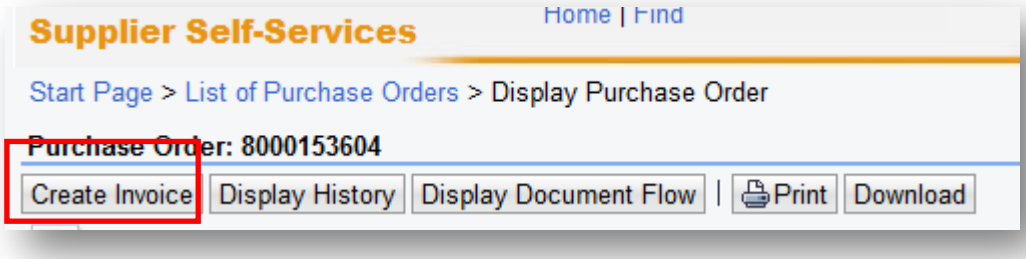
4. Click on “Search”.

5. Click on the “External Reference No.” (PO number) to open the confirmed purchase order for invoicing.

   IMPORTANT: Please ensure that the “Status” of the document number is “Confirmed” in order to prevent processing errors which may delay payment



6. Click “Create Invoice”.



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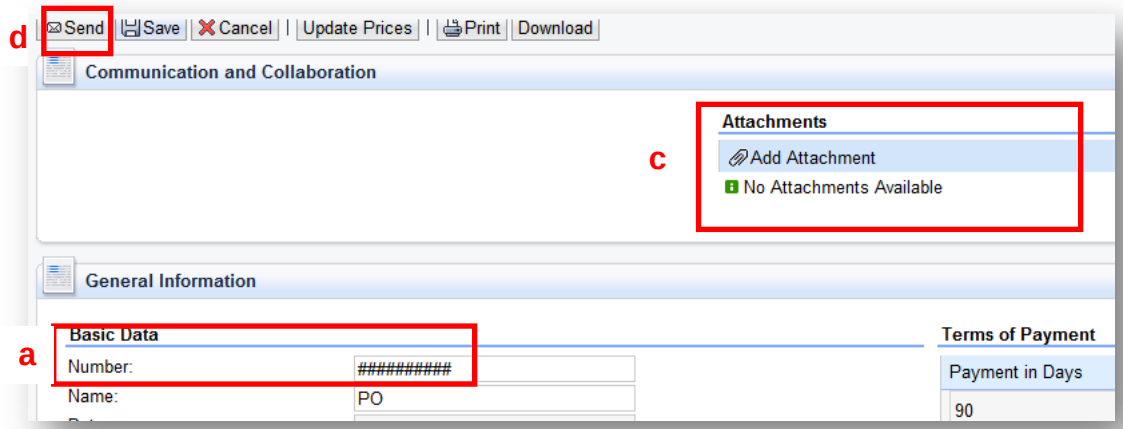
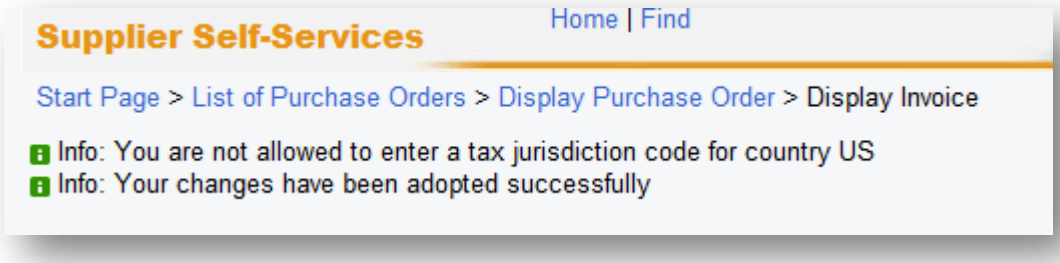
7. The system will default the values from the PO response/acknowledgement.
    a. You will need to insert your Invoice number.
    b. Verify the quantity to invoice. If a PO has not been completely delivered, update the quantity for what has been delivered.
    c. Attach a copy of your invoice by clicking on the “Add Attachment”.
    d. Click “Send” for the invoice to post in the system.



Caution: *Before sending the invoice, verify that the invoice Net Value is greater than zero. Posting invoices with a zero amount will cause rework as those invoices must be canceled.*

e. The successful message will display indicating the invoice was successfully submitted.



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Invoice Status Values – Brief Descriptions

***In Process**:* This status is set automatically when an invoice is created and saved. This status remains as long as the invoice is not sent by the supplier.

***Document Sent**:* This status is set automatically when you choose *Send*. The invoice is sent to MJN A/P.

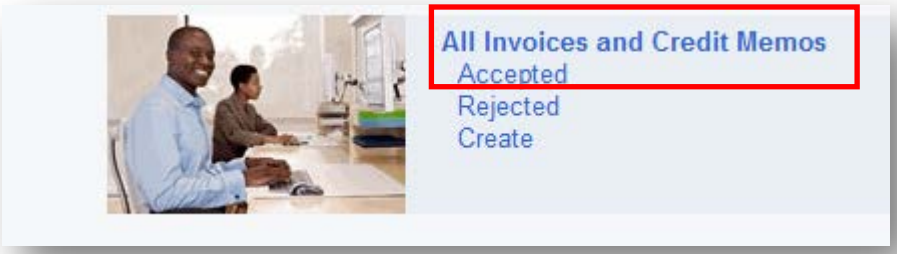
Rejected By Customer: This status is set automatically when an invoice is rejected by Accounts Payable.

***Note:** In the case where an invoice must be resubmitted please contact Accounts Payable to reject the original invoice. This will change the status of the invoice to "Rejected By Customer" and allow for resubmission.*

Create Credit Memo

Certain situations warrant the need to create a credit memo for an invoice. Suppliers can create a credit memo against the original invoice in its entirety if payment is pending. Contact Accounts Payable if the invoice has been paid and a credit memo is required.

1. Click "Purchase Order Collaboration" and then "Supplier Self Services".
2. Click on "All Invoices and Credit Memos".



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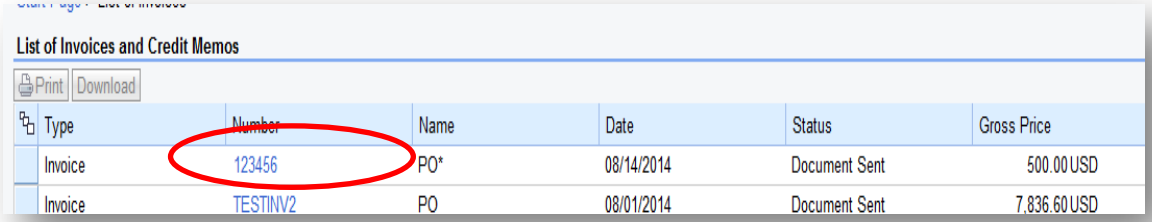
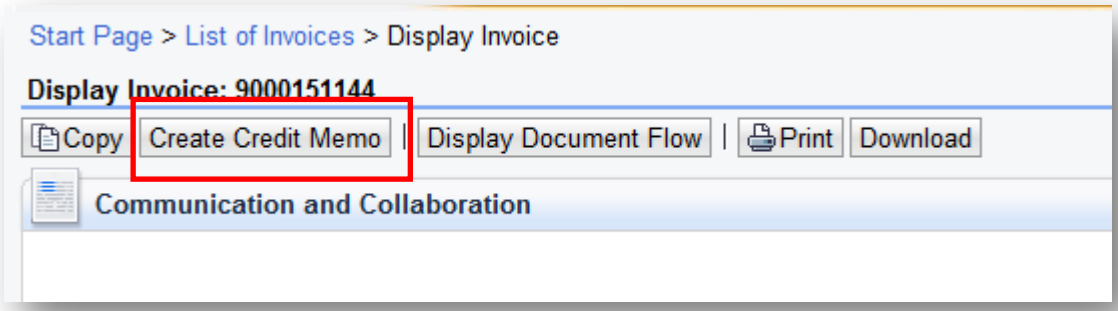
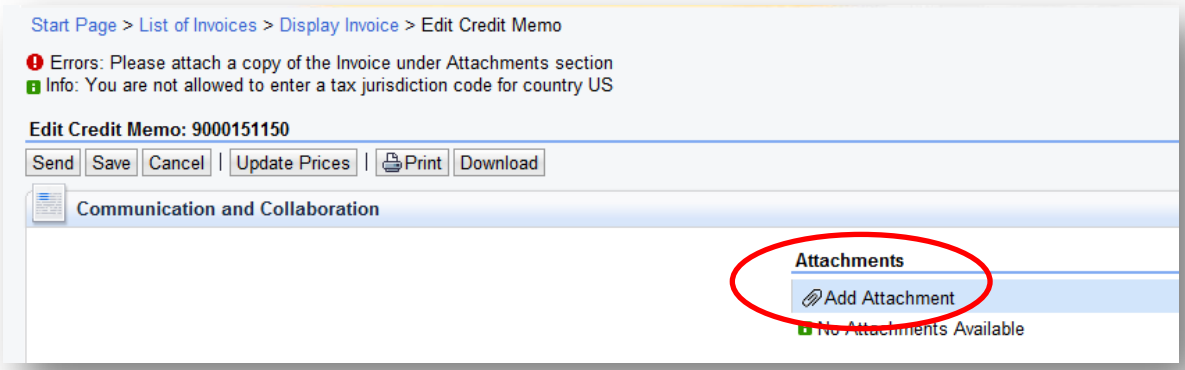
3. Click on the “Number” (invoice number) to open the purchase order.



4. Click on “Create Credit Memo”.



5. The system will copy all details from the original invoice and propose data for creating the credit memo. Please review all details, make necessary updates, and attach the credit memo by clicking on the “Add Attachment” button.



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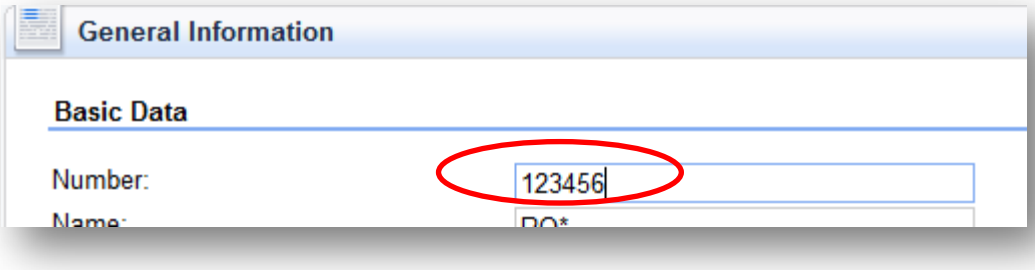
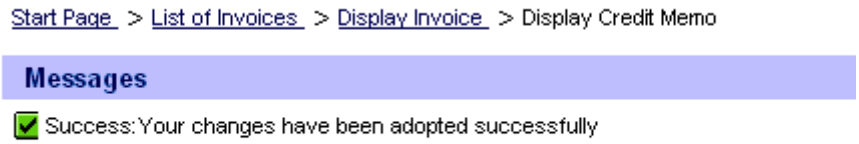
6. Assign a credit memo number to the “Number” field.



7. Click the “Send” button.

8. The following message indicates that the credit memo is successfully created.



End-Of-Document

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