

# Supplier Portal Guide: Accounts Receivable Status

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#### For Assistance

Customer Assistance Center (CAC):

Procurement	Accounts Payable
1-888-339-9491	1-888-339-9491
nscmna@mjn.com	accounts.payable.na@mjn.com

Direct Suppliers: For Supplier Portal "how to" questions, contact your MJN Category Manager or Buyer.

#### **Accounts Receivable Status**

**Note:** Transactions in <u>Gold</u> are performed by the MJN Requester in the appropriate MJN system(s). Transactions in <u>Blue</u> are performed by the supplier on the Portal.



#### **Document Overview**

In the Supplier Portal tab called '**Accounts Receivable Manager**' suppliers can see the following information for <u>all</u> invoices and credit memos (portal and non-portal). These items are further defined below in this document.

- Reference Number
- Due Date
- Amount
- Posting date
- Clearing Document Number
- Clearing Date
- Payment Blocking
- Purchase Order Number

### **Open Invoice Check**

The 'Open Invoice Check' gives Suppliers the ability to view the status of invoices based on (a) date; or (b) invoice number. The following screen shots display the ability to search by date:

1. Click the Accounts Receivable Manager tab Accounts Receivable Manager

Welcome SUPO: Accounts Receivable Man,	Meadjohnson	Personalize   Log Off
Home Accounts Rec Stie Manager Welcome Click Accounts Receive	able	
Manager tab Accounts Recenable Ma		
Welcome to th	e Global MJN Portal	
Meadjohnson'		

2. Click I to expand it.

Welcome SUPO: Accounts Receivable Man,	Meadjohnson	Personalize   Log Off
Home Accounts Receivable Manager		
Financial Monitoring		
Detailed Navigation		
Click It to expand it.		

3. Click Open Invoice Check link Open Invoice Check

Welcome SUPO: Accounts Receiv	able Man,	Meadjohnson	Personalize   Log Off
Home Accounts Receivable M	lanager		
Financial Monitoring			
Detailed Navigation			
Account Overview     Doen Invoice Check     Mark Open Invoice Check     Ink Szen Invoice Check	heck		

**4.** Click the Company in the drop-down (only required if a supplier does business with more than one MJN company).

Home Supplier Porta	Adminstration	tration Delegated User Administration Purchase Order Collaboration					boration Acc	counts Recei	vable	Manager
Financial Monitoring										
Detailed Navigation	Search	Open Invoices	Search for Op	en Invoice t	y Number					
<ul> <li>Accounts Receivable</li> <li>Account Overview</li> </ul>	Display	pen invoices	for		_					
Open Invoice Check	Company		<del>. SCIENTIFIC (00-</del> China (0271)		•					
		e Date: Toda	IV.	Selected (	Date: 2/7	/2011	<b>[</b> 7			
	Go No sear	ch carried ou	t for open invoi	ces						
	Details	]								
	Refe	rence Number	Invoice Number	Due Date	Amount	Currency	Document Type	Posting Date	Text	Payment Blocking

**Note:** Suppliers have the ability to select the MJN Company for their specific invoice and payment search as shown on the screen and drop-down field above. If a supplier does business with one MJN company, that company will default each time. If a supplier does business with multiple MJN companies, the list of company names will be sorted alphabetically in the drop-down with the first one being the default. For example, MJN Canada is before MJN, LLC US and therefore will always be the default. If a supplier wishes to search on MJN, LLC US they can make that selection in the drop-down.

Welcome SUPO: Accounts Re	eceivable Man, MeadJohnson	Personalize 1
Home Accounts Receiva	ible Manager	
Financial Monitoring		
Detailed Navigation	Search Open Invoices Search for Open Invoice by Number	
Accounts Receivable     Account Overview     Open Invoice Check	Display open invoices for Vendor: VViR SCENTFIC (004000002) Company: MJN, LLC US (0111)	
	Latest Due Date: Today Selected Date: 9/9/2010	
	Go Ving Ving Ving Ving Ving Ving Ving Ving	
	Detais	
	Reference Number Invoice Number Due Date Amount Currency Document Type Posting Date Text Payment Blocking	
	NA Row Dof0 TIT	
	No invoice selected for which to display details	
	Order Number Order item Quantity Unit Text	

6. Click the appropriate list item Two days ago to search upon.

Note: Please Keep in mind that this is a search on Latest Due Date and not Invoice Date.

Welcome SUPO: Accounts Red	eivable Man, Meadjohnson	Personalize   Log Off
Home Accounts Receivab	le Manager	
Financial Monitoring		
Detailed Navigation	Search Open Invoices Search for Open Invoice by Number	
✓⊡ Accounts Receivable	Bisplay open invoices for         Vendor:       VVM SCELTIFIC (00000002)         Company:       VVM SCELTIFIC (00000002)         Latest Ubu Dite:       Today         Bost Lou Dite:       Today         Detension:       Date Amount:         Currency:       Document Type:         Bost Lou Dite:       Date Amount:         Bost Lou Dite:       Date Amount:         Control:       Bost Lou Dite:         Bost Lou Dite:       Date Amount:         Control:       Bost Lou Dite:         Directe:       Row Cieft To:         Directe:       Bost Lou Dite:         Directe:       Bost Lou Dite:         Directe:       Bost Lou Dite:         Directe:       Row Cieft Ent:	

## 7. Click the Go button Go.

Welcome SUPO: Accounts Rece	ivable Man, Meadjohnson	Personalize   Log Off
Home Accounts Receivable		
Detailed Navigation     Detailed Navigation     Cl Accounts Receivable     Account Overview     Open Invoice Check	Search Open Invoices Search for Open Invoice by Number	
	Reference Number Hvoice Number Due Date Amount Currency Document Type Posting Date Text Payment Blocking	
	Rew Coto VYY	
	No invoice selected for which to display details Order Number Order Rem Quantity Unit Text	
	E E A Row D of 0 V E E	

8. Click the desired invoice to see the associated PO details.

Note: The invoice number entered by a supplier is displayed in the 'Reference Number' column.

Iome Supplier Portal Ad	minstration Delegated	I User Administra	tion Pu	rchase Oi	der Colla	boration Accounts	Receivable	Manager	r (
inancial Monitoring						0.50			
Detailed Navigation	Search Open Invoices	Search for Op	en Invoice b	y Number					< >
□ Accounts Receivable	Display open invoices	s for							
Account Overview	Vendor: VWF	R SCIENTIFIC (004	0000002)	-					
Open Invoice Check	Company: MJN	, LLC US (0111)	-						
	Latest Due Date: Two	days ago 👻	Selected D	)ate: 2/7/2	2011	2			
	Go								
	Open invoices								
	Details								
	Reference Number	Invoice Number	Due Date	Amount	Currency	Document Type	Posting Date	Text Pa	yment Blocking
	900000279	5105601352	9/21/2010	4,500	USD	24- SUS INV/Cr. Memo	9/21/2010	Fre	ee for payment
	900000280	5105601353	9/21/2010	4,500	USD	Z4- SUS Inv/Cr. Memo	9/21/2010	Inv	oice verification
	LSAKJDFASL	5105601361	9/28/2010	147	USD	Invoice - Gross	9/28/2010	Inv	oice verification
	900000285	5105601362	9/28/2010	1,260	USD	Z4- SUS Inv/Cr. Memo	9/28/2010	Inv	oice verification
	900000286	5105601376	10/4/2010	100	USD	Z4- SUS Inv/Cr. Memo	10/5/2010	Fre	ee for payment
		50 💌 🏾 🖺							
	No invoice selected	for which to disp	lay details						
	Order Number Ord	der Item Quantity	Unit Tex	t					

9. Click the Details button Details in order to see the corresponding Purchase Order.

**Note:** The Accounts Receivable Manager displays information for <u>all</u> invoices and credit memos (portal and non-portal). Only invoices that correspond to a Portal purchase order will display the PO information shown below. These can be identified as having a 'Document Type' beginning with 'Z'.

Welcome SUPO: Supplier Sales Manager 2,				A	leadjoh	inson			
Home Supplier Portal Adm	ninstration Delegated	I User Administra	ation Pu	rchase O	rder Colla	boration Accounts	Receivable	Mana	ger
Financial Monitoring	1991. 					1982. 			
Detailed Navigation	Search Open Invoices	Search for Op	en Invoice b	y Number					
→ Accounts Receivable	Display open invoice	for		-					
Account Overview		R SCIENTIFIC (004	0000021	-					
Open Invoice Check		, LLC US (0111)							
		days ago 💌	Selected E	Date: 2/7/	2011	6			
	Go								
	Open invoices								
	Details								
	Reference Number					Document Type	0	Text	Payment Blocking
	900000279	5105601352	9/21/2010		USD	Z4- SUS Inv/Cr. Memo			Free for payment
	900000280	5105601353	9/21/2010	4,500	USD	Z4- SUS Inv/Cr. Memo			Invoice verification
	LSAKJDFASL	5105601361	9/28/2010	147	USD	Invoice - Gross	9/28/2010		Invoice verification
	900000285	5105601362	9/28/2010	1,260	USD	Z4- SUS Inv/Cr. Memo	9/28/2010		Invoice verification
	900000286	5105601376	10/4/2010	100	USD	Z4- SUS Inv/Cr. Memo	10/5/2010		Free for payment
	≅ ≍ ▲ Row <sup>30</sup> of	50							
	Posted by: DDIC								
	Order items of invoi	ce 5105601352							
	Order Number Or	der Item Quantity	Unit Tex	t					
	9000001858 00	010 10	EA						
	E A Row 1 of 1								

#### Field Names and Descriptions:

- **Reference Number** invoice number entered by a supplier during creation of the Invoice/Credit memo.
- **Due Date** based on the PO/invoice payment terms this date will reflect the approximate date for payment from MJN.
- Amount gross amount of invoice to be paid.
- **Posting Date** date invoice was posted by MJN A/P.
- Payment Blocking
  - Free For Payment: indicates that the invoice will be paid according to payment terms.
  - Invoice Verification: indicates that the invoice is blocked due to a quantity and/or price variance and requires action from the MJN Requester and/or Buyer to be able to resolve the block.
    - Blocks occur for the following reasons:
      - Quantity Variance quantity invoiced exceeds quantity received.
      - Price Variance invoice unit price exceeds POR/GR unit price.
      - Price & Quantity Variance quantity and price invoiced is greater than the quantity and price in the POR/GR.
      - Invoice is blocked at the request of MJN Requester or Buyer.
- **Purchase Order Number** the PO from MJN that the invoice is associated with.
  - The Accounts Receivable Manager displays information for <u>all</u> invoices and credit memos (portal and non-portal). Only invoices that correspond to a Portal purchase order will display the PO information. These can be identified as having a 'Document Type' beginning with 'Z'.

### **Account Overview**

The 'Account Overview' gives suppliers the ability to view the status of the invoices based on (a) date range; or (b) PO number. In addition to providing the information mentioned above in the 'Open Invoice Check', the 'Account Overview' also provides the payment status of an invoice.

The following screen shots display the ability to search by date range:

1. Click the Accounts Receivable Manager tab Accounts Receivable Manager

Welcome SUPO: Accounts Receivable Man,	Meadjohnson	Personalize   Log Off
Home Accounts Roc alle Managar		
Welcome Click Accounts Receiv Manager tab Welcome to th Meadjohnson		

2. Click I to expand it.

Welcome SUPO: Accounts Receivable Man,	MeadJohnson	Personalize   Log Off
Home Accounts Receivable Manager		
Financial Monitoring		
Detailed Navigation		
Click * to expand it.		

3. Click on 'Account Overview'



4. Click the Company in the drop-down (only required if a supplier does business with more than one MJN company).

Welcome Manager 1	SUPO: Supplier Sales 2,				Perso	onalize   Log	Off
Home Financia	Supplier Portal Adminstratio	n Delega	ted User Administration	Purchase Order	Collaboration	Accounts F	• •
I∢I▶  Detailed	Navigation	Search Acco	unt Overview Search Acc	ount Overview by PO			
• Acco	ount Overview I Invoice Check	Vender: Company: Date Range:	gs in my account for MAR SCIENTIFIC (0040000003 MJN China (0271) MJN China (0271) MJN Sweden (0831) MJN, LLC US (0111)	2/5/2011	to: 2/7/2011	62	
		No search ca	rried out for account posti	ngs			▼ ►

**Note:** Suppliers have the ability to select the MJN Company for their specific invoice and payment search as shown on the screen and drop-down field above. If a supplier does business with one MJN company, that company will default each time. If a supplier does business with multiple MJN companies, the list of company names will be sorted alphabetically in the drop-down with the first one being the default. For example, MJN Canada is before MJN, LLC US and therefore will always be the default. If a supplier wishes to search on MJN, LLC US they can make that selection in the drop-down.

**5.** Select the option from the date range and specify the dates for which you need to view the data and click on 'Go'.

Financial Monitoring	
Detailed Navigation	Search Account Overview Search Account Overview by PO
▼ 🗅 Accounts Receivable	Display postings in my account for
<ul> <li>Account Overview</li> </ul>	Vendor: VWR SCIENTIFIC (0040000002)
<ul> <li>Open Invoice Check</li> </ul>	Company: MJN, LLC US (0111)
	Date Range: Last two days 💌 From: 1/26/2011 📴 to: 1/28/2011 😰
	Go

6. After clicking Go, you should be presented with the status of the invoices within the date range you've selected.

Search Account Ov Display postings in		a Account Over	view by PO									
Company: MJN, L	CIENTIFIC (00400) LC US (0111) ed date range	-	0/1/2010	to:	1/28/2011							
Account postings												
Details												
Reference Numb	er Invoice Numb	er Due Date	Amount	Currency	Document Type	Posting Date	Text	Payment Difference	Method of Payment	Clearing Doc. Number	Clearing Date	Payment Blockin
TESTINGRTV10	1700000163	10/25/2010	5	USD	Vendor Document	12/13/2010				1700000163	12/13/2010	Free for payme
TESTINGRTV10	1700000163	10/25/2010	5	USD	Vendor Document	12/13/2010				1700000163	12/13/2010	Free for payme
TESTINGRTV10	190000637	10/25/2010	5	USD	Vendor Invoice	12/13/2010				1700000163	12/13/2010	Free for payme
TESTINGRTV10	1900000637	10/25/2010	5	USD	Vendor Invoice	12/13/2010				1700000163	12/13/2010	Free for payme
TESTINGRTV10	1700000165	9/25/2010	5,900	USD	Vendor Document	12/14/2010				1700000165	12/14/2010	Free for payme
≣ ≝ ≜ Row	30 of 87 💌 📼	T										
No invoice selecte	d for which to di	splay details										
Order Number	Order Item Quar	tity Unit Tex	t									
	) of 0 💌 🗵 🖺	]										

Field Names and Descriptions:

- **Clearing Document Number** is transmitted as part of the payment. When the bank has made payment to the supplier, this number can be used to apply the payment to the appropriate invoices and purchase orders.
- Clearing Date payment date.

**END-OF-DOCUMENT**