



Supplier Portal Guide: Accounts Receivable Status

Version 2.0

Date: February 7, 2011

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For Assistance

Customer Assistance Center (CAC):

Procurement

1-888-339-9491

nscmna@mjn.com

Accounts Payable

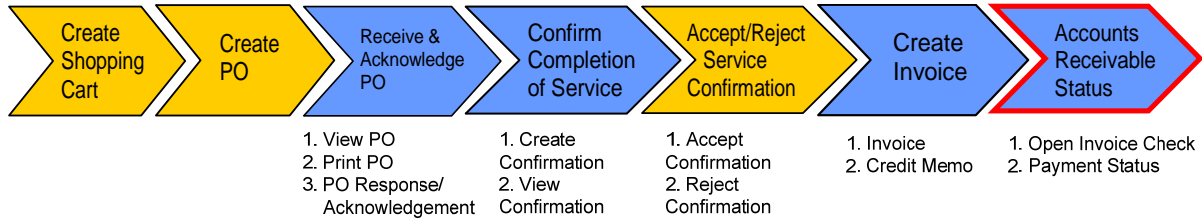
1-888-339-9491

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 **Gold** are performed by the MJN Requester in the appropriate MJN system(s). Transactions in **Blue** 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 all 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:

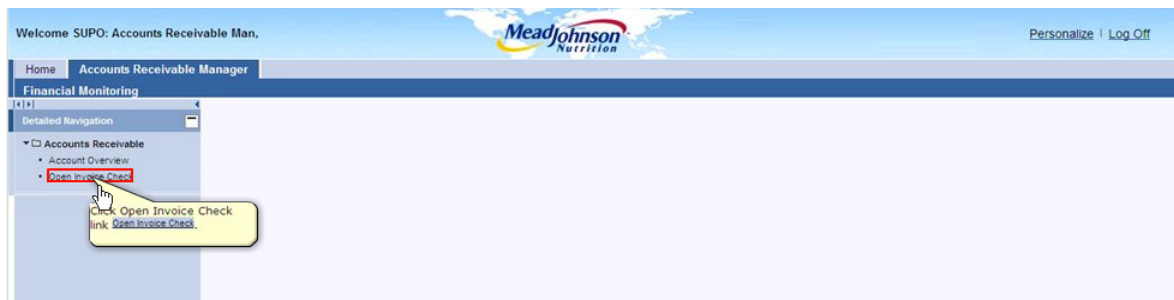
1. Click the Accounts Receivable Manager tab [Accounts Receivable Manager](#).



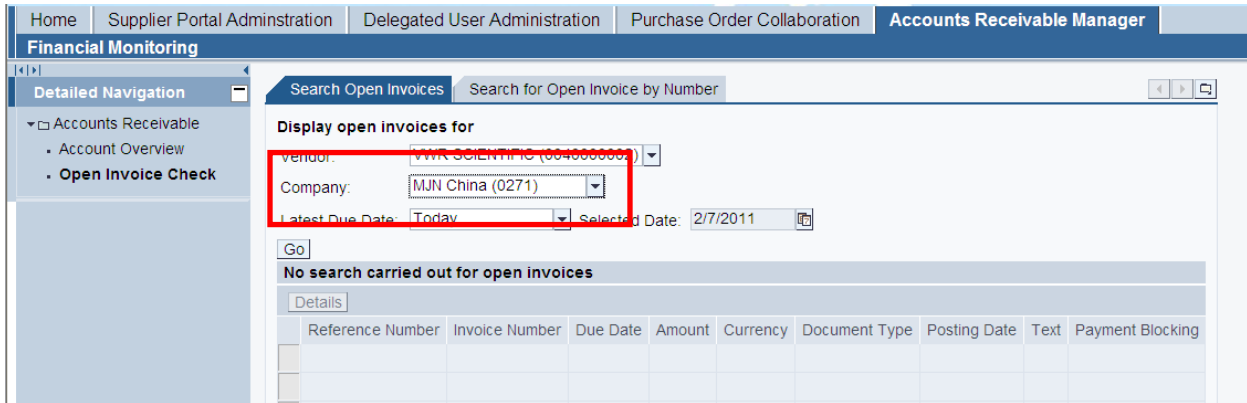
2. Click  to expand it.



3. Click Open Invoice Check link [Open Invoice Check](#).

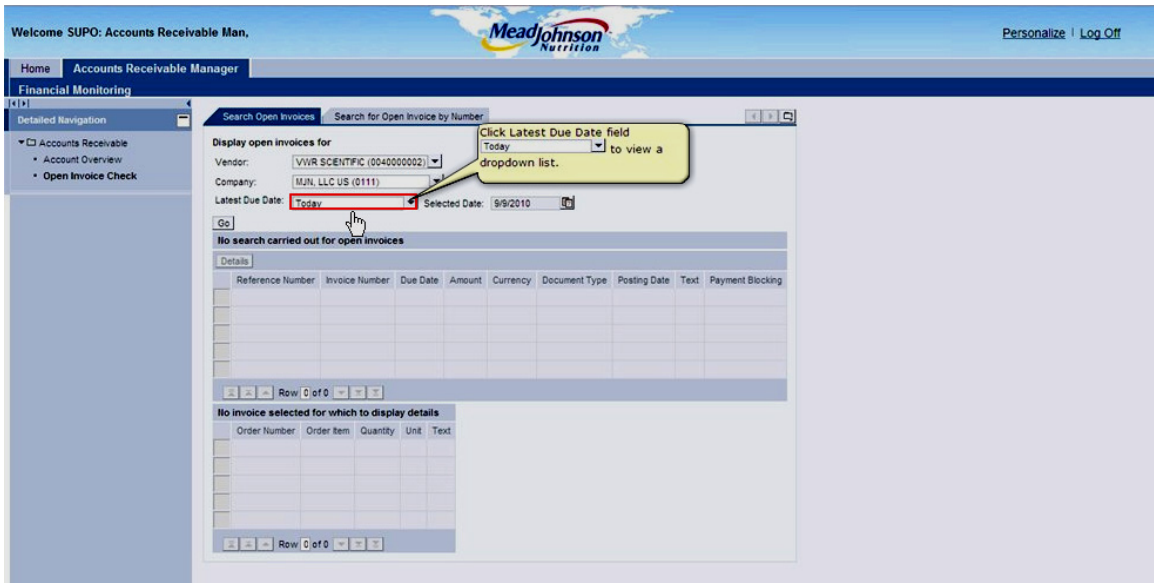


- Click the Company in the drop-down (only required if a supplier does business with more than one MJN company).



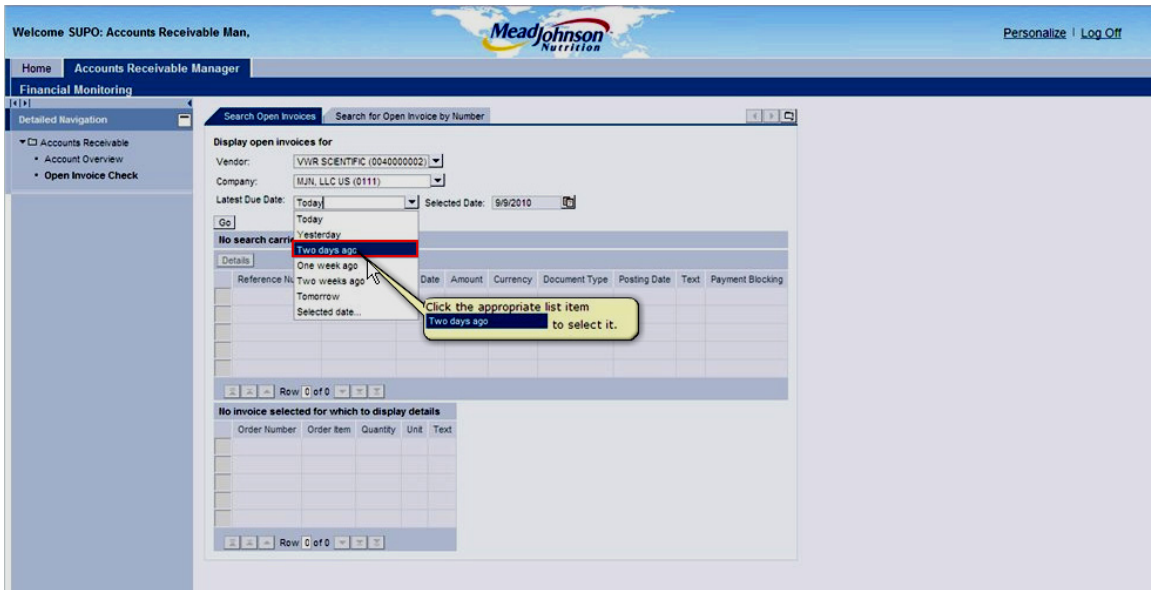
Note: Suppliers have the ability to select the MJN Company for their specific invoice and payment search as shown on the screen and drop-down field above. If a supplier does business with one MJN company, that company will default each time. If a supplier does business with multiple MJN companies, the 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.

- Click Latest Due Date field to view a dropdown list.

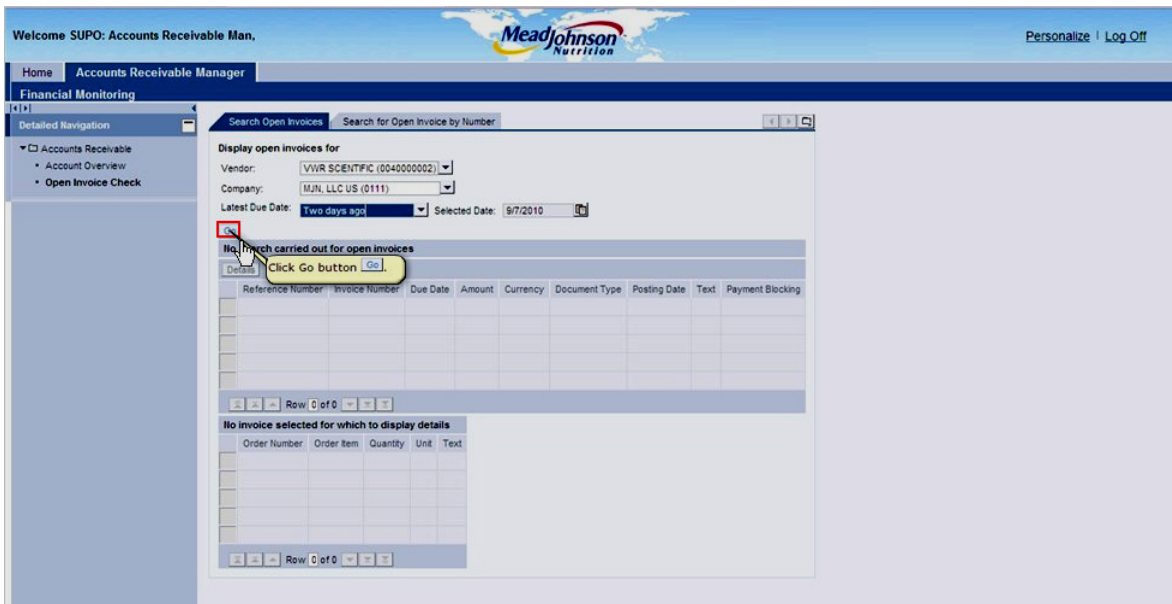


6. Click the appropriate list item **Two days ago** to search upon.

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



7. Click the Go button **Go**.



- 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.

MeatJohnson Nutrition

Welcome SUPO: Supplier Sales Manager 2

Home | Supplier Portal Administration | Delegated User Administration | Purchase Order Collaboration | Accounts Receivable Manager

Financial Monitoring

Search Open Invoices | Search for Open Invoice by Number

Display open invoices for

Vendor: VWR SCIENTIFIC (0040000002)

Company: MJN, LLC US (0111)

Latest Due Date: Two days ago | Selected Date: 2/7/2011

Go

Open invoices

Details

Reference Number	Invoice Number	Due Date	Amount	Currency	Document Type	Posting Date	Text	Payment Blocking
9000000279	5105601352	9/21/2010	4,500	USD	Z4- SUS Inv/Cr. Memo	9/21/2010		Free for payment
9000000280	5105601353	9/21/2010	4,500	USD	Z4- SUS Inv/Cr. Memo	9/21/2010		Invoice verification
LSAKJDFASL	5105601361	9/28/2010	147	USD	Invoice - Gross	9/28/2010		Invoice verification
9000000285	5105601362	9/28/2010	1,260	USD	Z4- SUS Inv/Cr. Memo	9/28/2010		Invoice verification
9000000286	5105601376	10/4/2010	100	USD	Z4- SUS Inv/Cr. Memo	10/5/2010		Free for payment

Row 30 of 50


No invoice selected for which to display details

Order Number	Order Item	Quantity	Unit	Text

Row 0 of 0

- Click the Details button [Details](#) in order to see the corresponding Purchase Order.

Note: The Accounts Receivable Manager displays information for all 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, 

Home | Supplier Portal Administration | Delegated User Administration | Purchase Order Collaboration | Accounts Receivable Manager

Financial Monitoring

Search Open Invoices | Search for Open Invoice by Number

Detailed Navigation

- Accounts Receivable
 - Account Overview
 - Open Invoice Check

Display open invoices for

Vendor: VWR SCIENTIFIC (0040000002)

Company: MJN, LLC US (0111)

Latest Due Date: Two days ago | Selected Date: 2/7/2011

Go

Open invoices

Details

Reference Number	Invoice Number	Due Date	Amount	Currency	Document Type	Posting Date	Text	Payment Blocking
9000000279	5105601352	9/21/2010	4,500	USD	Z4- SUS Inv/Cr. Memo	9/21/2010		Free for payment
9000000280	5105601353	9/21/2010	4,500	USD	Z4- SUS Inv/Cr. Memo	9/21/2010		Invoice verification
LSAKJDFASL	5105601361	9/28/2010	147	USD	Invoice - Gross	9/28/2010		Invoice verification
9000000285	5105601362	9/28/2010	1,260	USD	Z4- SUS Inv/Cr. Memo	9/28/2010		Invoice verification
9000000286	5105601376	10/4/2010	100	USD	Z4- SUS Inv/Cr. Memo	10/5/2010		Free for payment

Row 30 of 50

Posted by: DDIC

Order items of invoice 5105601352

Order Number	Order Item	Quantity	Unit	Text
9000001858	00010	10	EA	

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 all 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:

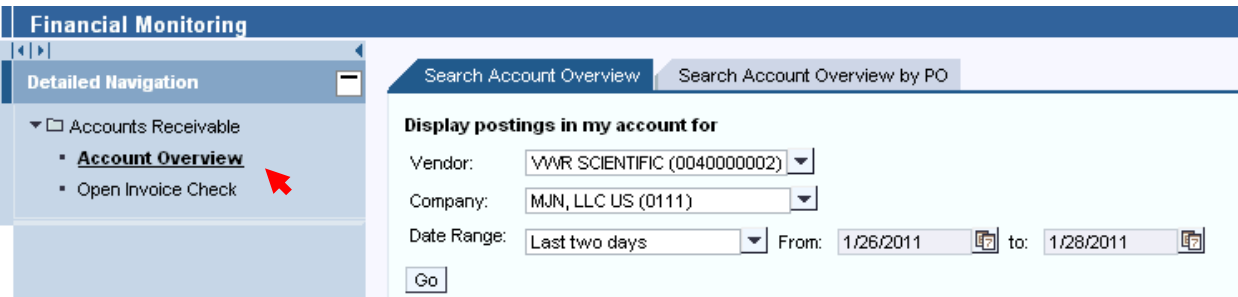
1. Click the Accounts Receivable Manager tab **Accounts Receivable Manager**.



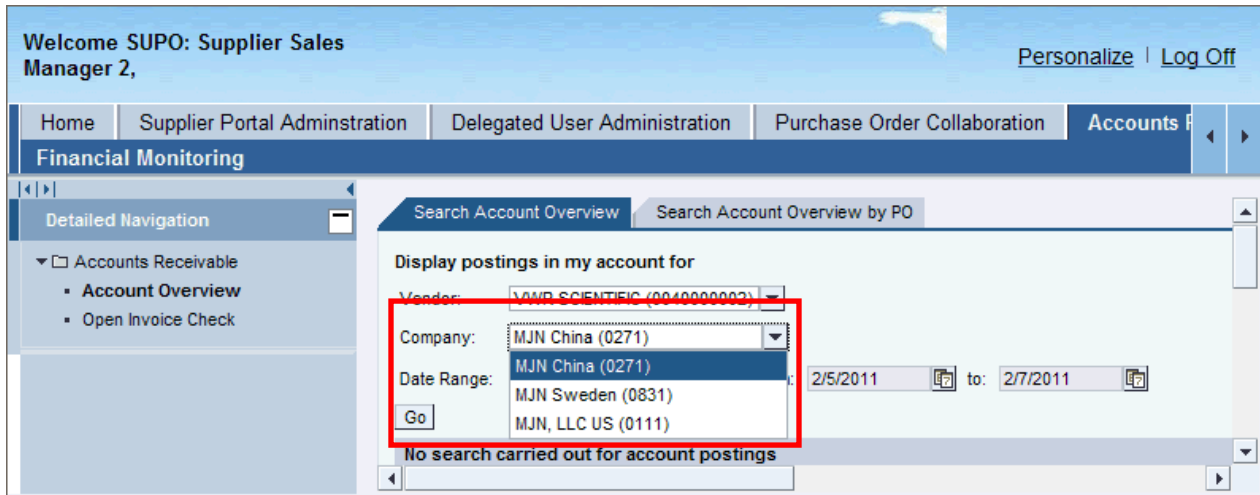
2. Click  to expand it.



3. Click on 'Account Overview'

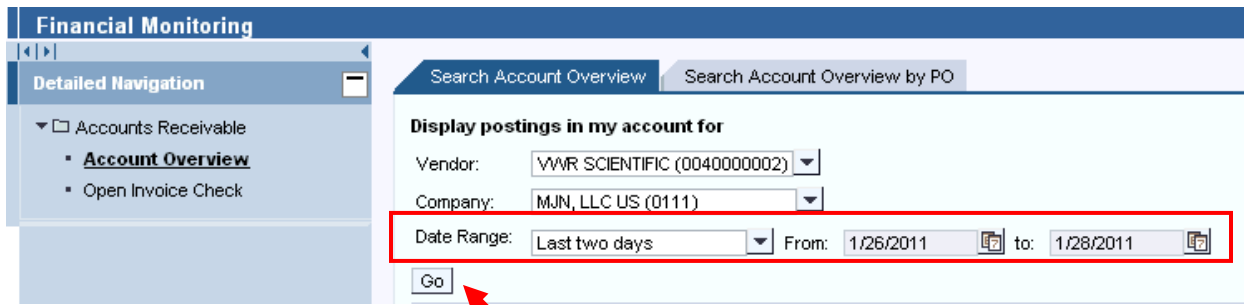


- Click the Company in the drop-down (only required if a supplier does business with more than one MJN company).



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.

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



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

Search Account Overview Search Account Overview by PO

Display postings in my account for

Vendor: VWR SCIENTIFIC (0040000002)

Company: M.J.N, LLC US (0111)

Date Range: Selected date range... From: 10/1/2010 to: 1/28/2011

Go

Account postings

Details

Reference Number	Invoice Number	Due Date	Amount	Currency	Document Type	Posting Date	Text	Payment Difference	Method of Payment	Clearing Doc. Number	Clearing Date	Payment Blocking
TESTINGRTV10	1700000163	10/25/2010	5	USD	Vendor Document	12/13/2010				1700000163	12/13/2010	Free for payment
TESTINGRTV10	1700000163	10/25/2010	5	USD	Vendor Document	12/13/2010				1700000163	12/13/2010	Free for payment
TESTINGRTV10	1900000637	10/25/2010	5	USD	Vendor Invoice	12/13/2010				1700000163	12/13/2010	Free for payment
TESTINGRTV10	1900000637	10/25/2010	5	USD	Vendor Invoice	12/13/2010				1700000163	12/13/2010	Free for payment
TESTINGRTV10	1700000165	9/25/2010	5,900	USD	Vendor Document	12/14/2010				1700000165	12/14/2010	Free for payment

Row 80 of 87

No invoice selected for which to display details

Order Number	Order Item	Quantity	Unit	Text

Row 0 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