

Supplier Portal Guide: Accounts Receivable Status

Version 2.0 Date: February 7, 2011

Table of Contents

For Assistance	2
Accounts Receivable Status	2
Document Overview	2
Open Invoice Check	3
Account Overview	8

For Assistance

Customer Assistance Center (CAC):

Procurement	Accounts Payable
1-888-339-9491	1-888-339-9491
<u>nscmna@mjn.com</u>	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 Sta Manage Welcome Click Accounts Receive	able	
Manager tab Accounts Recenable Ma	nayu.	
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 Of	I
Home Accounts Receivable I	Manager			
Financial Monitoring				
Detailed Navigation				
Account Overview Deen Invoice Check Mark Open Invoice Check Innk Szen Invoice Check	Check			

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	Delegated	Delegated User Administration Purchase Order Collaboration				boration Acc	Accounts Receivable Manage				
Financial Monitoring	Financial Monitoring											
Detailed Navigation Search Open Invoices Search for Open Invoice by Number												
Accounts Receivable Display open invoices for												
Open Invoice Check	Account Overview Vendor: Vendor: (0040000000) Open Invoice Check Company: MJN China (0271)											
	Latest D	e Date: Toda	IV.	Selected (Date: 2/7	/2011	[7					
Go No search carried out for open invoices												
	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	rceivable Man, MeadJohnson	Personalize 1
Home Accounts Receiva	ble 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 No search carried out for onen invoices	
	Details	
	Reference Number Invoice Number Due Date Amount Currency Document Type Posting Date Text Payment Blocking	
	Row Coto	
	No invoice selected for which to display details	
	Order Number Order Rem 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	reivable Man, Meadjohnson	Personalize Log Off
Home Accounts Receivab	le Manager	
Financial Monitoring		
Detailed Navigation	Search Open Invoices Search for Open Invoice by Number	
 Decounts Receivable Account Overview Open Invoice Check 	Display open invoices for Vendor: VVM SCENTFFC (0x0000000) Company: VVM SCENTFFC (0x0000000) Latest LOU Dit: Order Observer transformer Seecled Date: 992010 Observer transformer Observer transformer Seecled Date: 992010 Observer transformer Observer transformer December Tope resting Date: Text Beecled date: Unit days appropriate list item Unit days appropriate list item To invoice selected for which to display details Order Number: Order Number: Order tem: Intermet rest Rew 0 ef 0 Intermet Text	

7. Click the Go button Go.

Welcome SUPO: Accounts Receiv	rable Man, Meadjonnson	Personalize Log Off
Home Accounts Receivable	Manager	
Crated Ravigation Control Receivable Account Receivable Account Querriew Open Invoice Check	Starch Open Invoices Search for Open Invoices by Number Display open Invoices for Vendor: VVR SCENTFIC (004000002) Company: MUR. LLC US (0111) Latest Due Date: wor days soci Search for open Invoices Search for open Invoices Interfunction carried out for open Invoices Search for Open Invoices Declass Click Go button Go. Reference Number: Nivoice Number: Due Date Amount: Currency: Document Type Posting Date Text:	
	No invoice selected for which to display details Order Number Order Item Quantity Unit Text Text Rew DefD WITH	

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.

Welcome SUPO: Supplier Sales Manager 2,				A	leadjoh	inson			
Home Supplier Portal Adm	instration Delegated	User Administra	tion Pu	rchase O	rder Colla	boration Accounts	Receivable	Manage	
Financial Monitoring									
	Caarab Onen Inusiaas	Controls for On	en Inveise h	. Number					
Detailed Navigation	Search Open invoices	Search for Op	en invoice b	y Number					
	Display open invoices	for							
Account Overview	Vendor: VWR	SCIENTIFIC (004	0000002)	-					
- Open Invoice Check	Company: MJN,	LLC US (0111)	-						
	Latest Due Date: Two	days ago 🗸 👻	Selected E	ate: 2/7/	2011	6			
	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	Fr	ee for payment
	900000280	5105601353	9/21/2010	4,500	USD	Z4- SUS Inv/Cr. Memo	9/21/2010	Inv	voice 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	Fr	ee for payment
		0							
	No invoice selected f	or which to disp	olay details						
	Order Number Ord	er Item Quantity	Unit Text	t					
	Row 0 of 0	* = =							

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	User Administra	tion Pu	irchase O	rder Colla	boration Accounts	Receivable	Mana	iger
Financial Monitoring									
Detailed Navigation 📃	Search Open Invoices	Search for Ope	en Invoice b	y Number					< > C;
	Display open invoices	for							
 Account Overview 	Vendor: VWR	SCIENTIFIC (004	0000002)	-					
Open Invoice Check	Company: MJN,	LLC US (0111)	-	-					
	Latest Due Date: Two	days ago 👻	Selected F)ate: 2/7/	2011	G 7			
	Go								
	Open invoices								
	Details								
	Reference Number	Invoice Number	Due Date	Amount	Currency	Document Type	Posting Date	Text	Payment Blocking
	900000279	5105601352	9/21/2010	4,500	USD	Z4- SUS Inv/Cr. Memo	9/21/2010		Free for payment
	900000280	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
	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
		50 💌 🏾 🗶							
	Posted by: DDIC								
	Order items of invoid	e 5105601352							
	Order Number Ord	der Item Quantity	Unit Tex	t					
	9000001858 000	010 10	EA						
	_ <u>⊼</u> ∧ Row ¹ of 1	Y I I							

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 Rec. She Manage		
Welcome Click Accounts Receive Maccounts Receive Welcome to the Meadjohnson	able Global MJN Portal	

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 SUPO: Supplier Sales Manager 2,		Personalize Log Off				
Home Supplier Portal Adminst Financial Monitoring	ration Delegated User Administration	Purchase Order Collaboration Accounts F				
	Search Account Overview Search Account Overview by PO Display postings in my account for Vender: VAME SCIENTIFIC (0040000002)					
	Company: MJN China (0271) Date Range: MJN China (0271) Go MJN China (0271) MJN Sweden (0831) MJN, LLC US (0111) No search carried out for account post	. 2/5/2011 To: 2/7/2011				
	search carried out for account post					

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 Account Overview 	Display postings in my account for						
Open Invoice Check	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 Over	view Search A	ccount Overv	iew by PO									< > C
Dis Ve Co De	aplay postings in m endor: VWR SC mpany: MJN, LLC te Range: Selected	v account for ENTIFIC (00400000 US (0111) date range	02) 💌 💌 From: 10.	1/2010	to:	1/28/2011							
A	ccount postings												
	etails												
	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	190000637	10/25/2010	5	USD	Vendor Invoice	12/13/2010				1700000163	12/13/2010	Free for payment
	TESTINGRTV10	190000637	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 💌 🖭 🖭											
N	o invoice selected f	or which to disp	ay details										
	Order Number Or	der Item Quantity	Unit Text										

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