



**Supplier Portal Guide:
Goods/Materials PO Scenario**

Version 2.0

Date: February 7, 2011

Table of Contents

Scenario Description:.....	3
Receive PO	5
View PO.....	5
Print PO	7
Perform Purchase Order Response (Acknowledgement).....	9
PO Response (Without Change)	9
PO Response (With change – Delivery date only).....	9
PO Response (MJN PO Change Required)	9
PO Response (Partial/Complete Rejection).....	9
Create Invoice.....	11
Invoice based on PO Response/Acknowledgement.....	11
Invoice based on Goods Receipt.....	16
Create Credit Memo.....	19
Document Search – General Reporting for Various Transactions	21

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.

Goods PO Scenario --- Transaction Flow

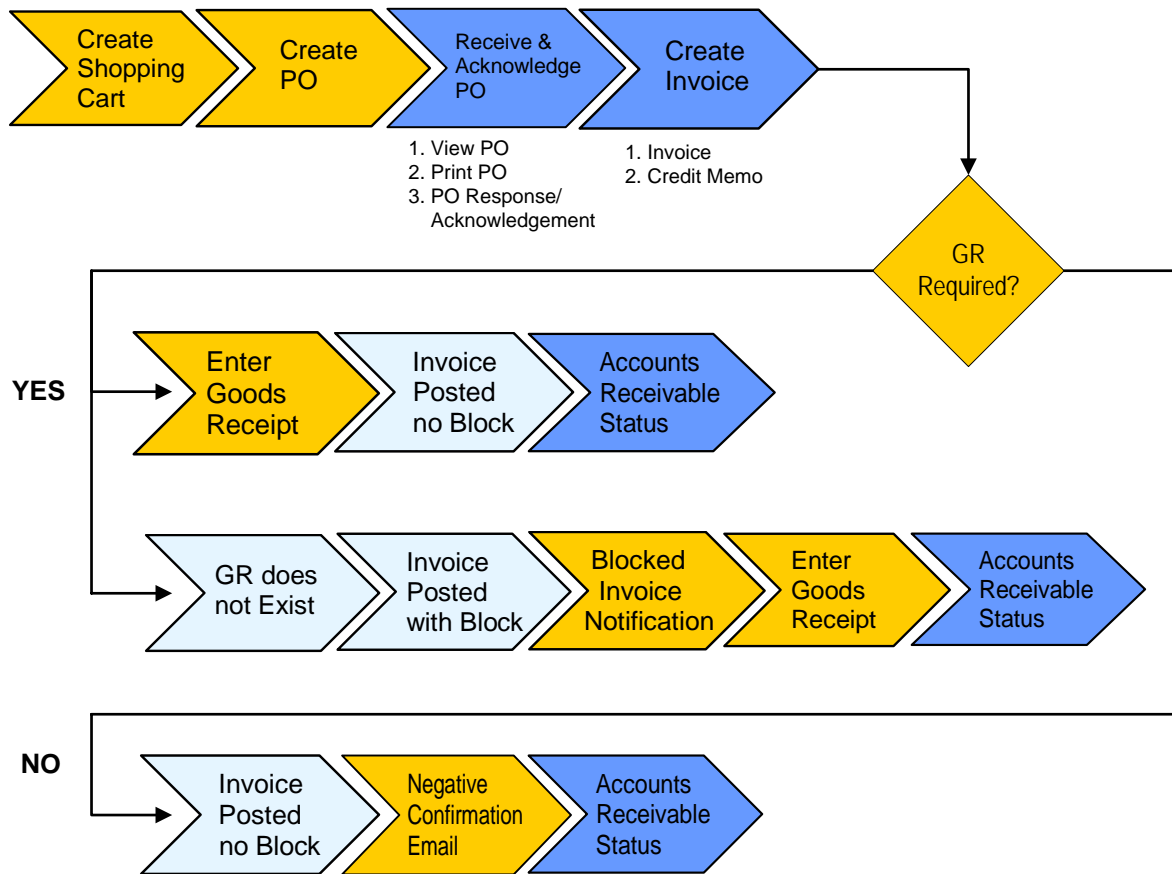
Scenario Description:

A Goods type of purchase order is one that has been created for the procurement of Goods/Materials. The purchase order contains the material/part, 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 following diagram depicts the overall transaction and document flow for a goods type of purchase order. 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.



Transaction	Responsible	Brief Description
Create Shopping Cart	MJN Requester	MJN Requester creates a shopping cart. The shopping cart is created using the type 'Material'.
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.
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.
Create Invoice/Credit Memo	Supplier	The supplier submits the invoice once the actual goods or materials have been delivered to the MJN Requester. Note: <i>In order to ensure timely and accurate payment of the invoice, suppliers should submit the invoice based on the goods receipt, if a GR is required for the PO. The supplier can always submit the invoice based on the PO response/acknowledgement. However, these invoices could be blocked for payment until the MJN Requester performs a GR in the system if the PO requires a goods receipt.</i>
Enter Goods Receipt	MJN Requester/Receiver	MJN Requester/Goods Recipient performs the goods receipt entry for POs that require a GR. Blocked Invoice Notifications to the MJN Requester will indicate that an invoice has been received and posted in blocked status and requires a GR for the invoice to clear.
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"

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
Blocked Invoice	Notification to MJN Requester/Buyer when invoices are posted with a block due to lack of quantity (GR) or incorrect price. Upon performing the GR or

Notification	updating the price on the PO, the block is cleared.
Negative Confirmation Email	Notification to MJN Requester for PO items that do not require a GR. The invoice will be paid as per payment terms unless the MJN Requester responds to the email instructing MJN A/P to stop payment (for e.g., if the goods were not yet received).
MJN Requester	The business or contact person at MJN who has requested or created the shopping cart for the goods/services in the MJN eBuy 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 and access requests please refer to the "Supplier Request for Portal Access Form" which is located on the MJN Supplier Resource page at <http://www.mjn.com/supplierlink/>.
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.

Receive PO

View PO

1. Email Notification from Supplier Portal

Once a new or changed PO has been created and released to your company, an email notification will be sent to the email address which you have provided to MJN. Below is an example of the email notification:



MJN Supplier Portal <MJN Email Address>
08/25/2010 12:32 PM

To	<Your email Address>
cc	
Subject	Notification of New Documents in Supplier Portal

Dear Sir/Madam,

The following document has been transmitted to you:

Purchase Order: <PO Number>

You can use the following URL to branch directly to our Supplier Portal and display or process the relevant document:

http://mepxd1cs01.mjn.com:50000/irj/portal?action_id=order%2edetail%2eview&doctype=Order&docid=4BE2661131E00097E1008000A064229

<The link will be varying from Order to order>

Your Supplier Portal Team

2. Login to the Supplier Portal

Login to the Supplier Portal by either clicking the link contained in the email notification, or copy and paste the following URL into your internet browser:

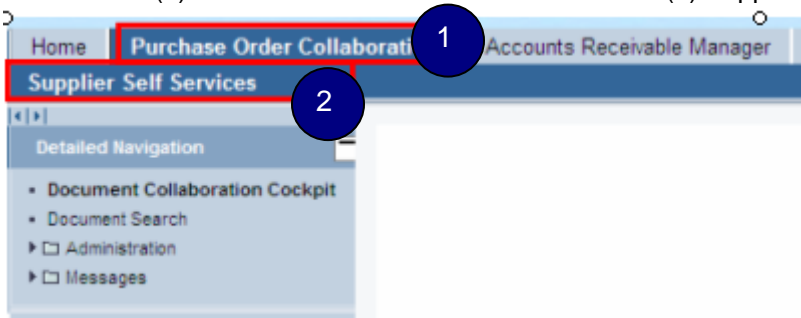
<http://mjinportal.net.mjn.com:50000>

Note: Please add this URL to your Favorites.

3. The URL will take you to the Login Screen. Enter your (1) User ID and (2) Password, and then Click (3) Log on.



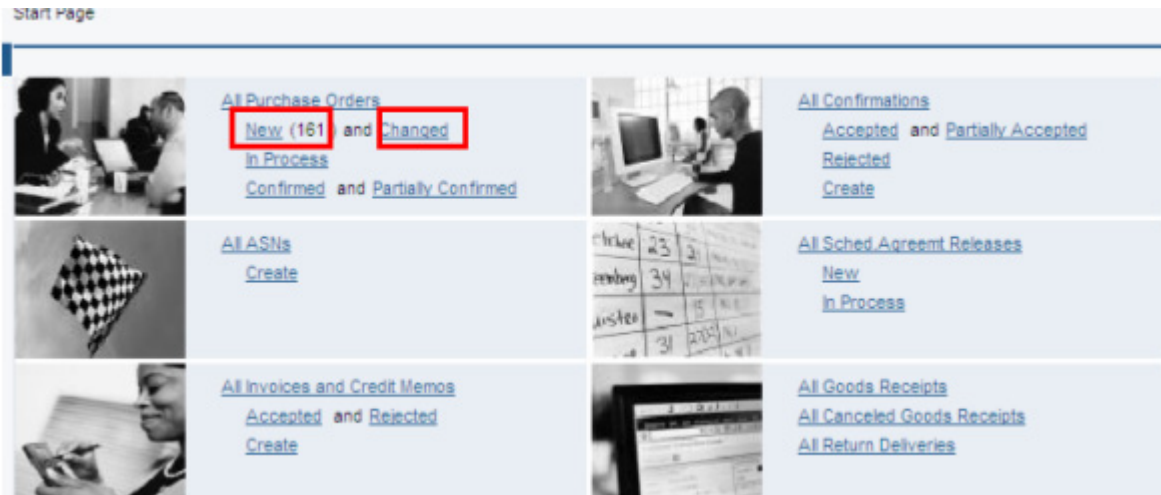
4. Click on (1) Purchase Order Collaboration and then (2) Supplier Self Services.



5. This will take you to the 'Start Page' of the Document Collaboration Cockpit in the Supplier Portal.

Click 'New' to display all the new purchase orders.

Click 'Changed' to display purchase orders that were changed.



6. The 'List of Purchase Orders' is displayed. Click on the 'Document Number' to view the details of a PO.

[Start Page](#) > [List of Purchase Orders](#)

List of Purchase Orders

[Print](#) [Download](#)

	Document Number	Document Name	Document Date	Status	Total Value	Purchase Order No.
<input type="checkbox"/>	5000001182	PO	16.12.2010	New	6,000,00 USD	8000000766
<input type="checkbox"/>	5000001181	PO	16.12.2010	New	106,00 USD	8000000765

Print PO

1. To print the PO click 'Print' in the 'Display Purchase Order' screen.

Note: The transactions required for a given purchase order are listed in the field called 'Requested Follow-On Documents'. In the example below, a Purchase Order Response, Goods Receipt, and Invoice are required for this PO.

Start Page > List of Purchase Orders > Display Purchase Order

Display Purchase Order

Process Display History Display Document Flow **Print** Download

Basic Data

Document Number	5000001182
Document Name	PO
Document Date	16.12.2010
Purchase Order No.	8000000766
Requested Follow-On Documents	Purchase Order Response, Goods Receipt, Invoice
Status	New

Item Overview

Number	Status	Product	Line Type	Description	Order quantity
10	New			#10 MJN SP WIND ENV R709 #10 WINDOW BLAC	100.000 eac

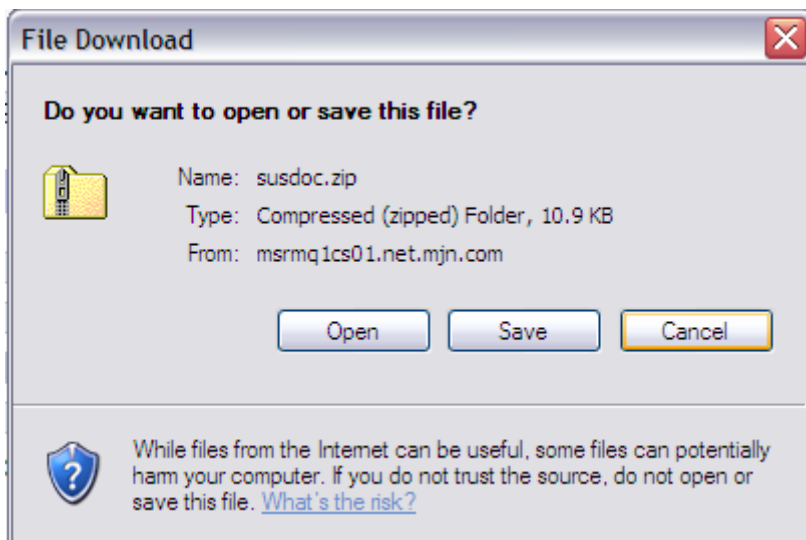
Page 1 of 1

Messages

Description	Preview
<input type="checkbox"/> Message from Purchaser	

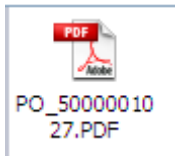
Page 1 of 1

- Another window will pop-up. Click 'Save' to save the zip file to your local hard drive. The zip file will contain the PO in a PDF format.



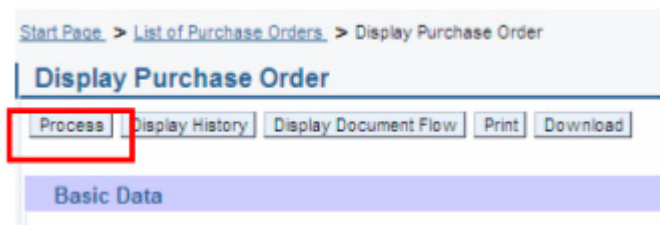
Note: Your Internet Browser may prevent you from downloading the file because of your browser settings. If this occurs refer to the "Technical Troubleshooting" document and contact your company's Technical Support if required.

3. Double-click on the saved PDF file to open and view the purchase order.



Perform Purchase Order Response (Acknowledgement)

1. Login to the Portal with your User ID and Password.
2. Click 'Purchase Order Collaboration' and then 'Supplier Self Services'.
3. Open the PO you want to acknowledge.
4. Click 'Process'



Review the purchase order details such as the item description, delivery date, price, quantity and unit of measure.

PO Response (Without Change)

To accept the PO “as is” click on ‘Confirm All Items’ .

PO Response (With change – Delivery date only)

If the ‘Required on’ (delivery date) is in the past, or if you require a different date, update the ‘Confirmed for’ date click on ‘Confirm’ for the line item(s). The Buyer must agree to the dates proposed and issue a PO change which will require your response/acknowledgement before proceeding further.

IMPORTANT: In case the delivery date is in the past please update to a date in the future to avoid error messages during the send.

PO Response (MJN PO Change Required)

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

PO Response (Partial/Complete Rejection)

Do not use the line item level rejection icon or the ‘Reject All Items’ button. If you need to reject a line item or have an order cancelled, do not make a selection in the system. Instead, contact the buyer to initiate a partial or full PO cancellation.

Process Purchase Order

Basic Data

Document Number: 5000001182
 Document Name: PO
 Document Date: 16.12.2010
 Purchase Order No.: 8000000766
 Requested Follow-On Documents: Purchase Order Response, Goods Receipt, Invoice
 Status: In Process

Item Overview

Number	Status	Product	Line Type	Description	Order quantity	Purchase Order Value	Confirmed Quantity
10	In Process			#10 MJN SP WIND ENV R709 #10 WINDGW BLAC	100.000 each	6.000,00 USD	100.000 each

Page 1 of 1

If acknowledging a PO without change, click 'Confirm All Items' and a Green Button will display as

- Click the 'Send' pushbutton to submit the PO response/acknowledgement.

Process Purchase Order

A confirmation will display in GREEN like below with the 'Status' updated to 'Confirmed.'

Success: Your changes have been adopted successfully

List of Purchase Orders


	Document Number	Document Name	Document Date	Status	Total Value	Purchase Order No.
<input type="checkbox"/>	5000001182	PO	16.12.2010	Confirmed	6.000,00 USD	8000000766
<input type="checkbox"/>	5000001181	PO	16.12.2010	Confirmed	106,00 USD	8000000765

Additional Notes related to PO Response/Acknowledgement:

You may encounter warning messages when processing a PO response/acknowledgement. Messages displayed with a yellow triangle are soft warning messages and the system will not prevent you from submitting the PO response.

- Warning: Start date of the timeframe is in the past; check the entry (Item 5000100010)
- Warning: Start date of the timeframe is in the past; check the entry

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

 **Errors:** You must confirm or reject at least one item

For example, you will receive the error message above if you clicked the 'Send' pushbutton before acknowledging the items. In this case you need to go back and acknowledge at least one or all items before clicking the 'Send' pushbutton.

Create Invoice

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

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. Click on 'Confirmed' in the 'All Purchase Orders' section.
4. Click on 'Create' in the 'All Invoices and Credit Memos' section.
5. Choose the option 'For a Purchase Order'.



6. Click on the 'Document 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.

List of Purchase Orders

Print Download

	Document Number	Document Name	Document Date	Status	Total Value	Purchase Order No.
<input type="checkbox"/>	5000001182	PO	16.12.2010	Confirmed	6,000,00 USD	8000000766
<input type="checkbox"/>	5000001181	PO	16.12.2010	Confirmed	106,00 USD	8000000765

7. Click on 'Create Invoice'

Display Purchase Order

Create Invoice Display History Display Document Flow Print Download

Basic Data

Document Number: 5000000999
 Document Name: PO
 Document Date: 20.10.2010
 Purchase Order No.: 9000001964
 Requested Follow-On Documents: Goods Receipt, Invoice
 Status: Confirmed

Item Overview

Number	Status	Product	Line Type	Description	Order quantity	Purchase Order Value
10	Confirmed			Duracell Copper Top™ 9 Volt Ba	10,000 Carton	1,000,00 USD

Page 1 of 1

Messages

Description	Preview
Message from Purchaser	Message from Purchaser

Page 1 of 1

The system will default the values from the PO response/acknowledgement.

Process Invoice

Send Hold Cancel Update Prices Print Download

Basic Data

Invoice: 9000000391
 Status: In Process
 Description: PO
 Document Date: 20.01.2011
 External Reference: 9000001964
 Unplanned Delivery Costs: 0,00 USD

Products and Services

Number	Product Type	Product	Description	Quantity	Unit of Measure	Net Value	Tax	Purchase Order No.	Purchase Order
10	Material		Duracell Copper Top™ 9	7,000	Carton	700,00 USD	US: U1 A/P Self Assessment Use Tax	9000001964	10

Page 1 of 1

Partner Information

Partner	Number	Name	Street	House No.	PostCode	Location	Telephone	Fax
Sold-to Party	5000000003	Mead Johnson Nutrition US	2400 West Lloyd Expressway		47721	Evansville		
Ship-To Address	5000000003	MJN MFG, Zeeland, US	100 North Fairview Street		49464	ZEELAND		

- Enter your company's internal invoice number in the 'Invoice' field, and if desired, an invoice description in the 'Description' field.

IMPORTANT: The invoice number that you enter into the 'Invoice' field is carried forward as the 'Reference Number' in Accounts Receivable Manager. Entering a recognizable value in this field will assist you in viewing subsequent invoice and payment information.

Process Invoice

Send Hold Cancel Update Prices Print Download

Basic Data

Invoice: 12345
 Status: In Process
 Description: Invoice for Jan delivery
 Document Date: 20.01.2011
 External Reference: 9000001964
 Unplanned Delivery Costs: 0,00 USD

Products and Services

Number	Product Type	Product	Description	Quantity	Unit of Measure	Net Value	Tax	Purchase Order No.	Purchase Order
10	Material	Duracell Copper Top™ 9		7,000	Carton	700,00 USD	US: U1 A/P Self Assessment Use Tax	9000001964	10

Page 1 of 1

Partner Information

Partner	Number	Name	Street	House No.	PostCode	Location	Telephone	Fax	E
Sold-to Party	5000000003	Mead Johnson Nutrition US	2400 West Lloyd Expressway		47721	Evansville			
Ship-To Address	5000000003	MJN MFG, Zeeland, US	100 North Fairview Street		49464	ZEELAND			

Price Information

- Verify the quantity to invoice. If a PO has not been completely delivered, update the quantity for what has been delivered.

Process Invoice

Send Hold Cancel Update Prices Print Download

Basic Data

Invoice: 12345
 Status: In Process
 Description: Invoice for Jan delivery
 Document Date: 20.01.2011
 External Reference: 9000001964
 Unplanned Delivery Costs: 0,00 USD

Products and Services

Number	Product Type	Product	Description	Quantity	Unit of Measure	Net Value	Tax	Purchase Order No.	Purchase Order
10	Material	Duracell Copper Top™ 9		7,000	Carton	700,00 USD	US: U1 A/P Self Assessment Use Tax	9000001964	10

Page 1 of 1

Partner Information

Partner	Number	Name	Street	House No.	PostCode	Location	Telephone	Fax	E
Sold-to Party	5000000003	Mead Johnson Nutrition US	2400 West Lloyd Expressway		47721	Evansville			
Ship-To Address	5000000003	MJN MFG, Zeeland, US	100 North Fairview Street		49464	ZEELAND			

Price Information

- Tax Processing: You can make one of two selections for tax when invoicing:

- Use **Tax Code I1** if tax is billed on the invoice
- Use **Tax Code U1** if no tax is billed on the invoice

Note that the system will only support one tax code and rate per item.

The screen below provides the drop-down for where you can make the tax code selection, in addition to where you can enter the tax amount when using **Tax Code I1**. If you enter a tax amount click 'Update Prices' to refresh the screen.

Products and Services									
Number	Product Type	Product	Description	Quantity	Unit of Measure	Net Value	Tax		Purchase Order No.
10			Service Item	1.000	Activ.unit	50.00 USD	US: U1 A/P Self Assessment Use Tax		9000001801
Page 1 of 1									
Partner Information									
Partner	Number	Name	Street	House No.	PostCode	Location	Telephone		
Sold-to Party	156	Mead Johnson Nutrition	2400 West Lloyd Expressway	2400	47721	EVANSVILLE			
Ship-To Address	156	MJN MFG, Zeeland, US	100 North Fairview Street		49464	ZEELAND			
Price Information									
Condition	Manual Input								
Net Value	50.00		USD						
Unplanned Delivery Costs	0.00		USD						
US: U1 A/P Self Assessment Use Tax	0.00		USD						
Gross Price	50.00		USD						

- If you are a Canadian vendor submitting an invoice for MJN Canada Company, you must select the appropriate tax code using the drop-down and enter the tax amount for the invoice Net Value. Click 'Update Prices' to refresh the screen.

Products and Services									
Number	Product Type	Product	Description	Quantity	Unit of Measure	Net Value	Tax		Purchase Order No.
10			Service Item	1.000	Activ.unit	400.00 CAD	CA: PH A/P Sales Tax HST		8001
Page 1 of 1									
Partner Information									
Partner	Number	Name	Street	House No.	PostCode	Location	Telephone		
Sold-to Party	5000000047	MJN Canada	Suite 900, 1959 Upper Water St		B3J 3N2	Halifax			
Ship-To Address	5000000047	MJN OFC, Kanata	900-535 Legget Drive		K2K 3B8	ROCKCLIFFE			
Price Information									
Condition	Manual Input								
Net Value	400.00		CAD						
Unplanned Delivery Costs	0.00		CAD						
CA: PH A/P Sales Tax HST	52.00		CAD						
Gross Price	400.00		CAD						

12. Optional Step: To update the item price to a lower amount, click on the line item 'Number' as shown above to get to the item details. Enter the 'Net Value' and then click 'Update Prices'. Click 'Back to Item Overview' to return to the previous screen.

Invoice - Change Item Details

Invoice: 900000394
 Description: PO
 Update Prices [Back to Item Overview](#)

Basic Data

Item	Product	Revision Level	Description	Quantity	Unit of Measure	Net Value	Tax	Purchase Order No.	Purchase Order Item
10			Duracell Copper Top&#amp;#8482; 9	7.000	Carton	707.00 USD	US: U1 A/P Self Assessment Use Tax	9000001964	10

Price Information



Condition	Price	Per	Value
Net Value	100.00 USD	1 Carton	707.00 USD

Partner Information

Partner	Number	Name	Street	House No.	PostCode	Location	Telephone	Fax	E-mail
Sold-to Party	5000000003	Mead Johnson Nutrition US	2400 West Lloyd Expressway		47721	Evansville			
Ship-To Address	5000000003	MJN MFG, Zeeland, US	100 North Fairview Street		49464	ZEELAND			

Caution: You can only change the price to a lower amount. If you increase the price the system will generate a red ! hard stop warning message and prevent you from submitting the invoice.

Messages

-  Errors: Calculated value is greater than open value for the invoice
-  Errors: Entered price is too high

13. Optional Step: Enter the amount which resulted from Unplanned Delivery Costs. Click 'Update Prices' to refresh the screen.

Basic Data

Invoice: 900000394
 Status: In Process
 Description: PO
 Document Date: 20.01.2011
 External Reference: 9000001964
 Unplanned Delivery Costs: 55.00 USD

Products and Services

Number	Product Type	Product	Description	Quantity	Unit of Measure	Net Value	Tax	Purchase Order No.	Purch
10	Material		Duracell Copper Top&#amp;#8482; 9	7.000	Carton	700.00 USD	US: U1 A/P Self Assessment Use Tax	9000001964	

Page 1 of 1

Partner Information

Partner	Number	Name	Street	House No.	PostCode	Location	Telephone
Sold-to Party	5000000003	Mead Johnson Nutrition US	2400 West Lloyd Expressway		47721	Evansville	
Ship-To Address	5000000003	MJN MFG, Zeeland, US	100 North Fairview Street		49464	ZEELAND	

14. 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 cancelled.

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

[Start Page](#) > [List of Purchase Orders](#) > [Display Purchase Order](#) > Display Invoice

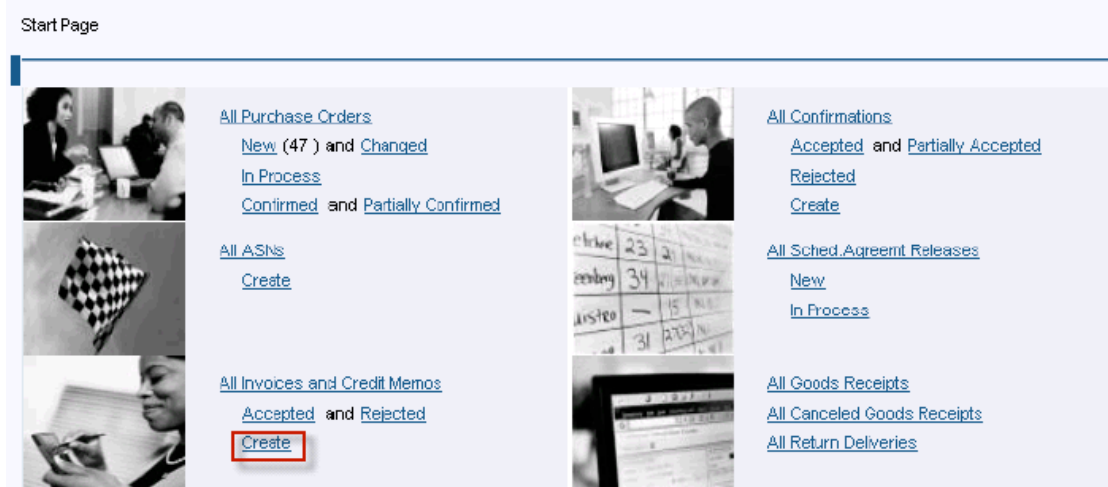
Messages

Success: Your changes have been adopted successfully

Invoice based on Goods Receipt

1. Click on 'Create' in the 'All Invoices and Credit Memos' section.

Start Page



[All Purchase Orders](#)
[New \(47\)](#) and [Changed](#)
[In Process](#)
[Confirmed](#) and [Partially Confirmed](#)

[All ASNs](#)
[Create](#)

[All Invoices and Credit Memos](#)
[Accepted](#) and [Rejected](#)
[Create](#)

[All Confirmations](#)
[Accepted](#) and [Partially Accepted](#)
[Rejected](#)
[Create](#)

[All Sched. Agreemt. Releases](#)
[New](#)
[In Process](#)

[All Goods Receipts](#)
[All Canceled Goods Receipts](#)
[All Return Deliveries](#)

2. Click on 'for a Goods Receipt'

[Start Page](#) > Create Invoice

Create Invoice

[For a Purchase Order](#)

[For a Confirmation](#)

[For an ASN](#)

[for a Goods Receipt](#)

3. The Goods Receipt List is displayed. Click on the 'Document Number' to view the details.

[Start Page](#) > [Create Invoice](#) > [Goods Receipt List](#)

Goods Receipt List

[Create Invoice](#)

	Document Number	Document Name	Document Date	Status
<input type="checkbox"/>	800000693	GR	23.11.2010	New
<input type="checkbox"/>	800000646	GR	12.11.2010	Document Read
<input type="checkbox"/>	800000621	GR	03.11.2010	New
<input type="checkbox"/>	800000598	GR	27.10.2010	New
<input type="checkbox"/>	800000591	GR	26.10.2010	New
<input type="checkbox"/>	800000586	GR	21.10.2010	New

4. Click on 'Accept' to accept the goods receipt

[Start Page](#) > [Create Invoice](#) > [Goods Receipt List](#) > [Display Goods Receipt](#)

Display Goods Receipt

[Accept](#) [Create Invoice](#) [Display Document Flow](#) [Print](#)

Basic Data

Document Number:
 Document Name:
 Document Date:
 Status:

Item Overview

Item	Product	Description	Purchase Order No.	Purchase C
1		BlueLine AccountPro&#8482; Record Bo	800000674	10

Page 1 of 1

Partner Information

Partner	Number	Name	Street	House No.
Sold-to Party	500000003	Mead Johnson Nutrition US	2400 West Lloyd Expressway	

[Start Page](#) > [Create Invoice](#) > [Goods Receipt List](#) > [Display Goods Receipt](#)

Messages

Success: Your changes have been adopted successfully

5. Click on 'Create Invoice'

Display Goods Receipt

Create Invoice | Display Document Flow | Print

Basic Data

Document Number: 8000000993
 Document Name: GR
 Document Date: 23.11.2010
 Status: Document Read

Item Overview

Item	Product	Description	Purchase Order No.	Purchase Ord
1		Blueine AccountPro™ Record Bo	8000000674	10

Page 1 of 1

Partner Information

Partner	Number	Name	Street	House No.
Sold-to Party	5000000003	Mead Johnson Nutrition US	2400 West Lloyd Expressway	

6. The details of the invoice will display based on the data from the accepted goods receipt.

Process Invoice

Send | Hold | Cancel | Update Prices | Print | Download

Basic Data

Invoice: 9000000378
 Status: In Process
 Description: PO
 Document Date: 16.12.2010
 External Reference: 8000000674
 Unplanned Delivery Costs: 0,00 USD

Products and Services

Number	Product Type	Product	Description	Quantity	Unit of Measure	Net Value	Tax	Purchis
1	Material		Blueine AccountPro™ Record Bo	10	each	115,80 USD	US: U1 A/P Self Assessment Use Tax	80

Page 1 of 1

Partner Information

Partner	Number	Name	Street	House No.	PostCode	Location
Sold-to Party	5000000003	Mead Johnson Nutrition US	2400 West Lloyd Expressway		47721	Evansville
Ship-to Address	5000000003	Manual Address 1	110 Field CT NE	110	20176	Leesburg

Price Information

Condition	Manual Input
Net Value	115,80 USD

7. Follow the instructions above in above section entitled "Create Invoice > Based on PO Response/ Acknowledgement" in order to review, update, and submit the invoice.

Invoice status values – Brief description

In Process: This status is set automatically when an invoice is created. 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.

Accepted by Customer: A supplier can choose to set this status manually if MJN has accepted the invoice. This status is not reflected in the AP system nor set automatically on the Portal.

Rejected by Customer: A supplier can choose to set this status manually if MJN has rejected the invoice. This status is not reflected in the AP system nor set automatically on the Portal.

Note: *In the case where an invoice must be resubmitted, the supplier must set the status on the original invoice to 'Rejected by Customer' in order to submit a new invoice for the same purchase order response or goods receipt. Please note that in exceptional situations MJN Accounts Payable may contact you to resubmit an invoice that fails to post.*

Payment Made: A supplier can choose to set this status manually if MJN has initiated payment. This status is not reflected in the AP system nor set automatically on the Portal.

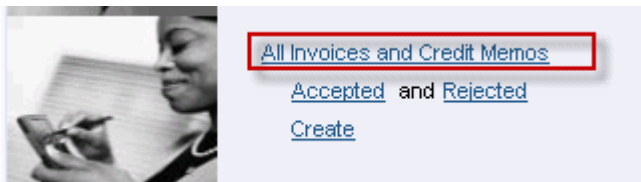
Caution: *When a status is manually set it can not be changed back to the previous status. For example, it is absolutely necessary to verify that a posted invoice is 'Free for Payment' under the Accounts Receivable Manager tab before setting an invoice status to 'Accepted by Customer'.*

Create Credit Memo

Certain situations warrant the need to create a credit memo for an invoice, such as when goods have been returned or an incorrect invoice amount was submitted and paid. Suppliers can create a credit memo against the original invoice.

Note: *When a credit memo is submitted it will require a payment due to MJN from the supplier, unless that supplier has other invoices issued to MJN to offset the credit.*

1. Login to the Portal and enter your User ID and Password.
2. Click 'Purchase Order Collaboration' and then 'Supplier Self Services'.
3. Click on 'All Invoices and Credit Memos'



- A list of the invoices is displayed. Click on the 'Document Number' that you require creating a credit memo for.

[Start Page](#) > [List of Invoices](#)

List of Invoices and Credit Memos

Type	Document Number	Document Name	Document Date	Status
<input type="checkbox"/> Invoice	9000000348	Monthly Payment for Nov	11/30/2010	Document Sent
<input type="checkbox"/> Invoice	9000000339	PO	11/25/2010	Document Sent
<input type="checkbox"/> Invoice	9000000329	PO	11/18/2010	Accepted by Customer
<input type="checkbox"/> Invoice	9000000328	PO	11/16/2010	Document Sent

- Click on 'Create Credit Memo'.

[Start Page](#) > [List of Invoices](#) > [Display Invoice](#)

Display Invoice

Basic Data

Invoice:
 Status:
 Status (New):
 Description:
 Document Date:
 External Reference:
 Unplanned Delivery Costs:

Products and Services

Number	Product Type	Product	Description	Quantity	Net Value	Tax	Purchase Order No.
10	Material		Duracell Copper Top┊ 9 Volt Ba	10.000 Carton	1,000.00 USD	US: U1 A/P Self Assessment Use Tax	9000001960

Page 1 of 1

Partner Information

Partner	Number	Name	Street	House No.	PostCode	Location	Telephone
Sold-to Party	5000000003	Mead Johnson Nutrition US	2400 West Lloyd Expressway		47721	Evansville	
Ship-To Address	5000000003		100 North Fairview Street		49464	ZEELAND	

Price Information

Condition	Value
Net Value	1 000 00 USD

- 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 submit the credit memo by clicking on the 'Send' button.

[Start Page](#) > [List of Invoices](#) > [Display Invoice](#) > Edit Credit Memo

Edit Credit Memo

[Send](#) [Hold](#) [Cancel](#) [Update Prices](#) [Print](#) [Download](#)

Basic Data

Credit Memo	<input type="text" value="9000000407"/>
Status	<input type="text" value="In Process"/>
Description	<input type="text" value="PO"/>
Document Date	<input type="text" value="01/27/2011"/>
External Reference	<input type="text" value="9000001960"/>
Unplanned Delivery Costs	<input type="text" value="0.00"/> USD

Products and Services

Number	Product Type	Product	Description	Quantity	Unit of Measure	Net Value	Tax	Purchase Order No.	P
10	Material		Duracell Copper Top•#8482; 9"	10.000	Carton	1,000.00 USD	US: U1 A/P Self Assessment Use Tax	9000001960	

Page 1 of 1

Partner Information

Partner	Number	Name	Street	House No.	PostCode	Location	Telephone
Sold-to Party	5000000003	Mead Johnson Nutrition US	2400 West Lloyd Expressway		47721	Evansville	
Ship-To Address	5000000003	MJN MFG, Zeeland, US	100 North Fairview Street		49464	ZEELAND	


Price Information

Condition	Manual Input
Net Value	<input type="text" value="1,000.00"/> USD
Unplanned Delivery Costs	<input type="text" value="0.00"/> USD
US: U1 A/P Self Assessment Use Tax	<input type="text" value="0.00"/> USD

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

[Start Page](#) > [List of Invoices](#) > [Display Invoice](#) > Display Credit Memo

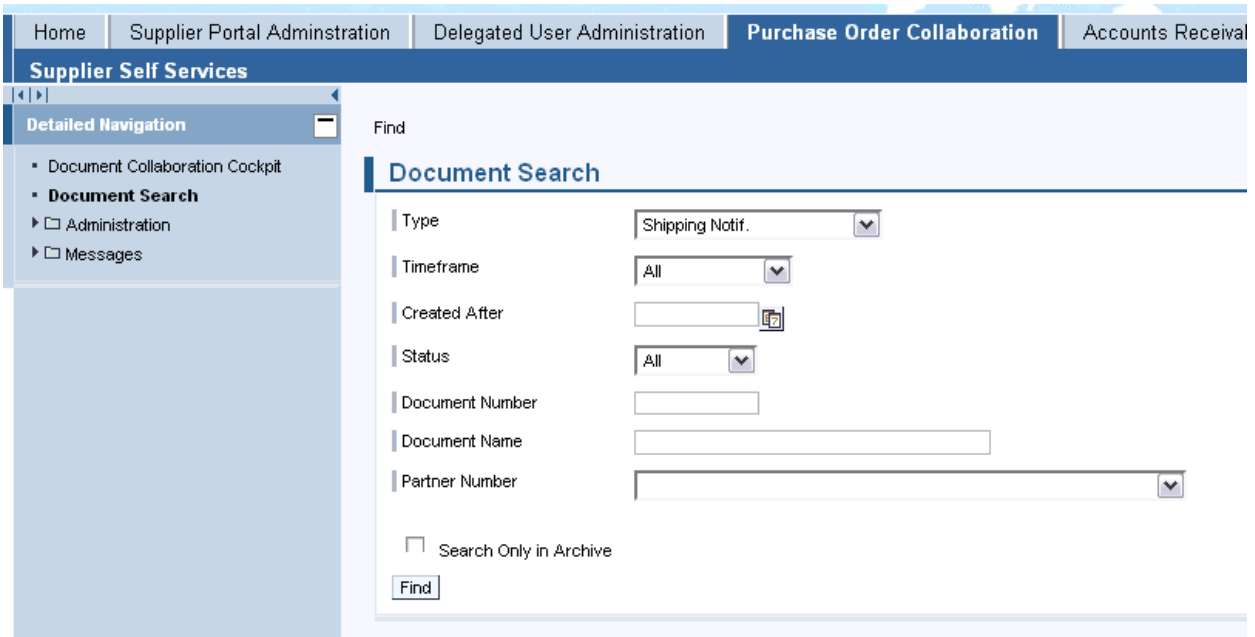
Messages

 Success: Your changes have been adopted successfully

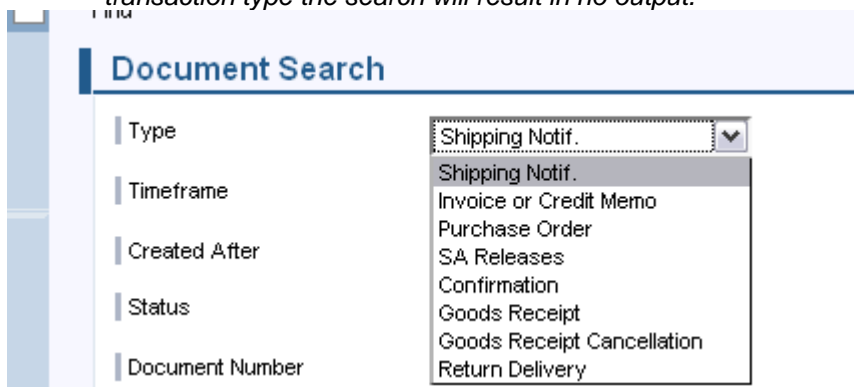
Document Search – General Reporting for Various Transactions

The Supplier Portal provides the ability to search for various documents like Purchase Orders, Confirmations, Invoices or Credit memos, and Goods Receipts based on various criteria. This provides a simple and flexible way to search for documents with the ability to download data.

1. Login to the Portal with your User ID and Password.
2. Click 'Purchase Order Collaboration' and then 'Supplier Self Services'.
3. Click on 'Document Search'.



- a. Click the drop-down for 'Type' to display the type of document being searched.
Note: While other options may display, the MJN transactions are: Purchase order, Confirmation, Invoice or Credit Memo, and Goods Receipt. If you select a different transaction type the search will result in no output.



b. Click on 'Timeframe' to restrict the search for a specific timeframe.

Document Search

Type: Shipping Notif.

Timeframe: All (dropdown menu open showing: All, Today, Last 7 Days, Last Month, Last 12 Months)

Created After: [text input]

Status: [text input]

Document Number: [text input]

Document Name: [text input]

c. Optionally you can enter a specific date using the 'Created After' field to display all documents created after a specific date.

d. Optionally you can search for a specific document using the 'Document Number' field.

4. Select the 'Find' pushbutton to display the search results.

[Find](#) > List of Purchase Orders

List of Purchase Orders

[Print](#) [Download](#)

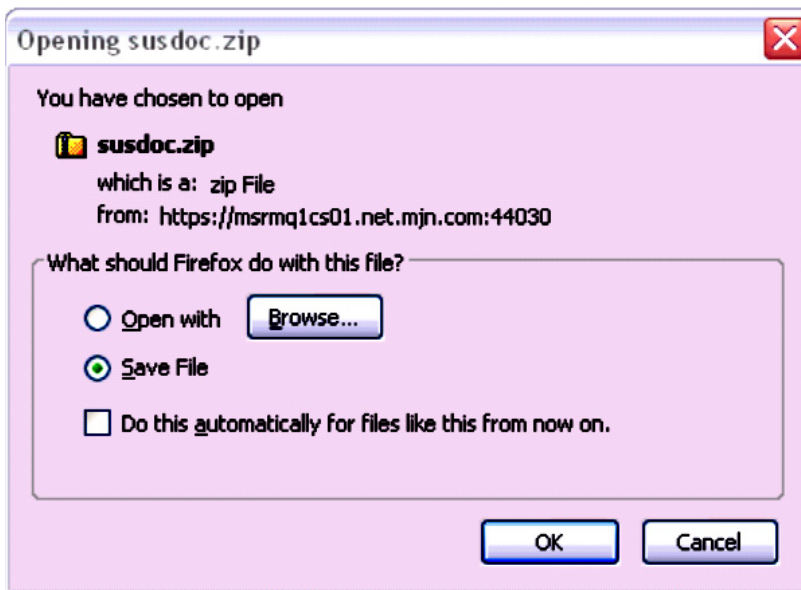
	Document Number	Document Name	Document Date	Status
<input type="checkbox"/>	5000001246	PO	01/27/2011	Partly Confirmed
<input type="checkbox"/>	5000001245	PO	01/21/2011	New
<input type="checkbox"/>	5000001244	PO	01/21/2011	Confirmed
<input type="checkbox"/>	5000001243	PO	01/21/2011	New
<input type="checkbox"/>	5000001231	PO	01/19/2011	Rejected
<input type="checkbox"/>	5000001230	PO	01/18/2011	Confirmed

5. Select the 'Document Selection' icon and choose 'Select All' in the list to highlight the rows to be selected. Click on the 'Download' pushbutton to download the document data.

Note: A '.csv' and '.xml' file will download for each of the documents selected.



6. Depending on the Internet Browser version and the local user settings for downloading files, the screen below may appear different. The example below is from Firefox browser version 3.2. Click on the 'OK' pushbutton to save the zip file to your local directory.



7. In this case the file is downloaded to the default download directory that you have setup in Firefox.



END-OF-DOCUMENT