

# Supplier Portal Guide: Planned Services PO Scenario

Version 2.0 Date: February 7, 2011

# **Table of Contents**

Scenario Description:	.3
Receive PO	5
View PO	5
Print PO	8
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
Confirm Completion of Service1	.1
Accept/Reject Service Confirmation (MJN Action)1	.3
Create Invoice – For PO with Confirmation in Accepted Status	15
Create Credit Memo2	20
Document Search – General Reporting for Various Transactions	21

# **For Assistance:**

Customer Assistance Center (CAC):

ProcurementAccounts Payable1-888-339-94911-888-339-9491nscmna@mjn.comaccounts.payable.na@mjn.com

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

#### Service PO Scenario --- Transaction Flow

# **Scenario Description:**

A Planned Service type of purchase order is one that has been created for a specific service. The purchase order contains the description of the service, price, quanity and unit of measure in the PO item.

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

The following diagram depicts the transaction and document flow involved for this scenario. The MJN Requester or Buyer is responsible for the transactions in <u>Gold</u>. Suppliers are responsible for the transactions in <u>Blue</u> 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 'Service'.
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 confirmation and invoicing.
Confirm Completion of Service	Supplier	Upon completion of the service the supplier creates a confirmation in the Portal by updating the quantity that represents the service rendered. IMPORTANT: This step is required before a supplier can invoice.

Accept/Reject Service Confirmation	MJN Requester	The MJN Requester is notified when the supplier enters a confirmation. The MJN Requester reviews this confirmation and can accept or reject it. <b>IMPORTANT: MJN acceptance of the confirmation is required before a supplier can invoice.</b>
Create Invoice/ Credit Memo	Supplier	The supplier submits the invoice for confirmations that are in status 'Accepted by Customer'.
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
Service PO / Planned Service PO	Service/Planned Service POs refer to purchase orders that have been created for 'Service' type of items.
SC	Shopping Cart
PO	Purchase Order
MJN	Mead Johnson Nutrition
Confirmation	The Portal entry used by suppliers to confirm their completion of the service. This is the step 4 in the transaction flow above.
MJN Requester	The business or contact person at MJN who has requested or created the shopping cart for the goods/service 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 <a href="http://www.mjn.com/supplierInk/">http://www.mjn.com/supplierInk/</a>.
- 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**

**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.



### **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:



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://mjnportal.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.

Start Page			
	All Purchase Orders           New         (161)         and         Changed           In Process         Confirmed         and         Partially Confirmed		All Confirmations Accepted and Partially Accepted Rejected Create
-	All ASNs Create	Inchere 23 21 revolving 34 Justee - 5 31 272/11	All Sched Agreemt Releases New In Process
AL COLOR	All Invoices and Credit Memos Accepted and Rejected Create	1 - 200 2	All Goods Receipts All Canceled Goods Receipts All Return Deliveries

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

Start P	age_ > List of Purchase Orders					
Lis	t of New Purchase Order	s				
Print	Download					
₽	Document Number	Document Name	Document Date	Status	Total ∀alue	Purchase Order No.
	<u>5000001112</u>	PO	12/09/2010	New	100.00 USD	9000002140

**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 is required before entering the Confirmation. MJN's acceptance or rejection of the service confirmation (noted by Goods Receipt in this case) is required before the supplier can submit the Invoice.

Start Page > List of	Purchase C	<u>)rders_</u> > Di	splay Purchas	se Order				
Display Pur	chase O	rder						
Process D	isplay Docur	ment Flow	Print Dow	nload				
Basic Data								
Document Numbe	r	5000	001112					
Document Name		PO						
Document Date		12/09	9/2010					
Purchase Order N	lo.	9000	002140					
Requested Follow	-On Docume	ents Purcha	ase Order Re	sponse, Confirma	tion, Goods Receipt, Invoice			
Status		New						
Item Overviev	N							
	Number	Status	Product	Line Type	Description	Order quantity	Purchase Order Value	Confirmed Quant
•	1	New			Service Item	1.000 Activ.unit	100.00 USD	0.000 Activ.u
£	<u>1.1</u>	New		Standard Line	Planned Services - Confirmation SUS	1 each	100.00 USD	0 each
Page	1 of 1 🔳	2						

### **Print PO**

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

Start Page > List of Purchase Orders > Display Purchase Order

Display Pur	chase O	rder					
Process	isplay Docur	ment Flow	Print Dow	vnload			
Basic Data							
Document Numbe Document Name Document Date Purchase Order N Requested Follow Status	r No. v-On Docume	50000 PO 12/09 90000 ents Purcha New	001112 /2010 002140 ase Order Re	sponse, Confirma	tion, Goods Receipt, Invoice		
Item Overview	w						
	Number	Status	Product	Line Type	Description	Order quantity	Purchase Order Valu
•	1	New			Service Item	1.000 Activ.unit	100.00 USD
٤.	<u>1.1</u>	New		Standard Line	Planned Services - Confirmation SUS	1 each	100.00 USD
🖾 🔺 Page	1 of 1 🗵						

2. 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.

File Dow	rnload 🛛 🔀
Do you	want to open or save this file?
	Name: susdoc.zip Type: Compressed (zipped) Folder, 10.9 KB From: msrmq1cs01.net.mjn.com Open Save Cancel
1	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>

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'

Start Page > List of Purchase Orders > Display Purchase Order
Display Purchase Order
Process Display History Display Document Flow Print Download
Basic Data

Review the purchase order details such as the service 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' 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'

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 F Send Hold	Purchase Cancel Up	Orde date Pri	ces Print	Download	]							
Basic Data	1											
Document Nur Document Nar Document Dat Purchase Ord Requested Fo Status	imber ime ite der No. ollow-On Docun	[ [ nents F	5000001112 PO 12/09/2010 9000002140 Purchase Orde n Process	er Response	, Confirmation, G	oods Receipt, invoice						
Item Overv	view											
	Number		Status	Product	Line Type	Description	Order quantity	Purchase Order Value	Confirm	ed Quantity	Required on	Confirmed 1
•	1	Ø S	In Process			Service Item	1.000 Activ.unit	100.00 USD	1.000	Activ.unit	11/30/2010	11/30/2010
٤	1.1		In Process		Standard Line	Planned Services - Confirmation SUS	1 each	100.00 USD	1	each		
Page	e 1 of 1	X X										
Confirm All Ite	terns Reject A	All Items	Deselect A	litems E:	coand All Colla	pse All						

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

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



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

Success: Your changes have been adopted successfully

#### 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.

- A 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.

# **Confirm Completion of Service**

**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.



- 1. Login to the Portal and enter your User ID and Password.
- 2. Click 'Purchase Order Collaboration' and then 'Supplier Self Services'. Click 'Create' under 'All Confirmations' section.

S.	All Purchase Orders New (160) and <u>Changed</u> In Process Confirmed and <u>Partially Confirmed</u>		All Confirmations Accepted and Partially Accepted Rejected Create
-	<u>All ASNs</u> <u>Create</u>	Philips 45 3 resting 39 uisteo - Kites 131 ATEL	All Sched Agreemt Rekases New In Process
E	All Invoices and Credit Memos Accepted and Rejected Create	(	All Goods Receipts All Carceled Goods Receipts All Return Deliveries

3. Open the PO by clicking on the 'Document Number' you want to do confirmation from.

Start Page	Start Page > List of Purchase Orders									
List	of Purchase Orders									
Print	Download									
₽	Document Number	Document Name	Document Date	Status	Total Value	Purchase Order No.				
	<u>5000001111</u>	PO	12/09/2010	New	100.00 USD	9000002139				
	Page 1 of 1 💌 🔳									

#### 4. Click on 'Create Confirmation'

<u>Start Page</u> > <u>List of Purchase Orders</u> > Display Purchase Order

Display Purcha	Display Purchase Order								
Create Confirmation	Create Confirmation Display Document Flow Print Download								
Basic Data	Basic Data								
Document Number     5000001111       Document Name     PO       Document Date     12/09/2010       Purchase Order No.     900002139       Requested Follow-On Document     Confirmation, Goods Receipt, Invoice									
Item Overview									
	Number	Status	Product	Line Type	Description	Order quantity			
-	✓ <u>1</u> New <u>Service Item</u> 1.000 Activ.unit								
٤	<u>1.1</u>	New		Standard Line	Planned Services - Confirmation SUS	1 each			
Page 1 of	1 🔳								

- 5. Enter the (1) 'Document Name' and then (2) enter the 'Quantity' that represents the services that have been rendered. Then click (3) item number 1.1 in order to view the 'Net Value' Of the service line item.
  - a. **NOTE:** The quantity will default at 0. Enter a quantity up to the amount showing as 'Open'.
  - b. **IMPORTANT:** In this case the ordered and acknowledged quantity is '1' and so this PO can only be confirmed in full with the quantity of '1'.

<u>Start Page</u> > <u>List of Purchase Orders</u> > <u>Display Purchase Order</u> > Process Confirmation

Process C	Process Confirmation									
Confirm Hold	Cancel	Update Pri	ices Print	Download						
Basic Data	Basic Data									
Confirmation	Confirmation 8000000715									
*Document Nar	ne	C	onfirmation	for Service						
Document Date	e	10	2/09/2010			tana di kana di				
Purchase Orde	er No.	90	00002139							
Service Agent	Name									
Service Locati	on									
Status		In	Process							
ltem Overvi	iew									
	Number	Status	Product	Product Type	Line Type	Description	Quantity	2 Unit of Measu	re Ordered	Open
· 3	1	In Process				Service Item		-		
L <b>J</b>	<u>1.1</u>	In Process		Service 💟	Standard Line	Planned Services - Confirmation SUS		1 each 1	🚪 1 each	1 each
🔳 🛋 Page	1 of 1							and the second s		

The 'Net Value' of the service is pre-populated from the PO and cannot be changed. Even if you click (1) 'Update Prices' you will see that the net value cannot be changed. Click on (2) 'Back to Item Overview' to return to the previous screen.

Start Page_>	List of Purchase Orders > Display Purchase	Order > Process Confirm	nation > Process Item			
Confirm	nation - Change Item Details					
Confirmatio	8000000715					
Document I	Name Confirmation for Server	vice			2 Back t	ottem Overview < E
Basic Da	ata					
ltern	Description		Quantity	Unit of Measure	Ordered	Open
10	Planned Services - Confirmation SUS		1	each 🔛	1 each	1 each
Price Int	formation					
Condition			Price	Per		Value
Net ∀alue		100.00	USD	1 each		100.00 USD

**Note:** If you find a discrepancy such as an insufficient PO price then contact the Buyer listed on the purchase order. Once they issue the PO change it will require your response/acknowledgement before proceeding with your service confirmation.



A confirmation will display in GREEN like below showing a successful notification.

« Success:Your changes have been adopted successfully »

The confirmation has been successfully entered and the MJN Requester will receive an email informing him/her that a confirmation has been entered. The MJN Requester will now review the confirmation and can either accept or reject it.

# **Accept/Reject Service Confirmation (MJN Action)**

**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.



This action is not performed by the Supplier. The MJN Requester will receive an email notification once the confirmation is submitted successfully by the supplier. The MJN Requester will then need to accept or reject the confirmation in the MJN eBuy system.

Depending on the action taken by the MJN Requester, the status of the confirmation is updated in the Supplier Portal and can be viewed by clicking on the 'All Confirmations' section.

List o	f Confirmations						
Print	]ownload						
曱	Document Number	Document Name		Docum	ent Date	Status	Total Value
	800000700	Test		11/28/	20:10	Rejected by Customer	500.00 USD
	800000698	Tëst		11/28/	20:10	Reported	8,000.00 USD
	<u>8000000694</u>	GR		11/24/;	2010		1,200.00 USD
	800000692	Test Confirmation		11/23/	2010	Completion Reported	130.00 USD
	<u>800000690</u>	test		11/23/.	2010	Completion Reported	5.00 USD
of Confin	mations					Completion Reported	9.00 USD
e Invoice						n Process	20.00 USD
Docum	ent Number Document Na	me	Document Date		Status		
80	00000715 Confirmation	or Service	12/09/2010	4	Accepted by Customer		

## **Confirmation Statuses:**

• Rejected by Customer' – The confirmation you sent was rejected by the MJN Requester. Supplier should contact the MJN Requester as to the reason for the rejection and submit a new confirmation.

**Note:** If the total value of a supplier's confirmation exceeds the total PO limit then the confirmation will be automatically rejected by the system and also display as 'Rejected by Customer'. In this case, the supplier should view the total PO value (in the Print Preview) and submit a new confirmation for the correct value.

<sup>2</sup> 'Completion Reported' – The confirmation has been submitted by you, however, it is awaiting acceptance by the MJN Requester. <u>In this situation, please follow-up with the MJN Requester for completion since their acceptance of the confirmation is required before you can invoice</u>.

<sup>3</sup> 'In Process' – You started the confirmation process but have not yet submitted the confirmation.

<sup>4</sup> 'Accepted by Customer' – The confirmation you sent was accepted by the MJN Requester and you can proceed with submitting an invoice.

Note: A status of 'New' means that you have not yet started the confirmation process.

# Create Invoice – For PO with Confirmation in Accepted 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.



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

rejected.

- 1. Login to the Portal with your User Id and Password.
- 2. Click 'Purchase Order Collaboration' and then 'Supplier Self Services'. Click (2) for 'Create' under (1) 'All Invoices and Credit Memos' section.

art Page			
	All Purchase Orders New (156) and <u>Changed</u> In Process Confirmed and <u>Partially Confirmed</u>	1	All Confirmations Accepted and Partially Accepted Rejected Create
-	All ASNs Create	Christ 23 2 14 andres 34 antras Justeo 15 an	All Sched Agreemt Releases New In Process
A INT	All Invoices and Credit Memos Accepted and <u>Rejected</u> Create		All Goods Receipts All Canceled Goods Receipts All Return Deliveries

3. A screen will appear asking you what transaction you want to create an invoice from. Select the



IMPORTANT: For Planned Service POs all Invoices should be created using the 'For a Confirmation' option ONLY. Please do not use the any other option as doing so will cause errors in processing and potentially delay payment.

4. Click on the 'Document Number' to open the desired confirmation for invoicing.

Start Page > Create Invoice > List of Confirmations

List of Confirmations	;				
Create Invoice					
Document Number	Document Na	ame		Document Date	Status
800000715	Confirmation	for Service		12/09/2010	Acc <mark>epted</mark> by Customer
Page 1 of 1	<u>.</u>				
5. Click on 'Crea	ate Invoice'				
Start Page > Create Invoice :	> <u>List of Confirmations</u> >	Display Confirm	nation		
Displav Confirmati	on				
Create Invoice Copy	Display Document Flow	Print Downl	oad		
Basic Data					
Confirmation	800000715				
*Document Name	Confirmation for 3	Service			
Document Date	12/09/2010				
Purchase Order No.	9000002139				
Service Agent Name					
Service Location					
Status	Accepted by Cus	tomer			
Item Overview					
Num	ber Status	Product	Product Type	Line Type	Description
▼ 1	Accepted				Service Item
L. <u>1.1</u>	Accepted		Service	Standard Line	Planned Services - Confirmation SUS
Page 1 of 1					

# 6. The system will default the values from the service confirmation accepted by the MJN Requester. **Process Invoice**

Send Hold Cancel	Update Prices	Print Down	nload						
Basic Data									
Invoice Status Description Document Date External Reference Unplanned Delivery Co	90000 In Prod test fo 21.01. 90000	00636 xess r 9000001801 2011 01801 0	.00 USD	]					
Products and Serv	/ices								
Number Product Ty	pe Product	Description	Quantity	Unit of Measure	Net Value	т	ax	Purchase	Order No.
<u>10</u>		Service Item	1.000	Activ.unit 🗸	100.00 USD	US: U1 A/P Self Ass	essment Use Tax	90000	01801
Page 1 of	1 🛛								
Partner Information	on								
Partner	Number	Name		Street		House No.	PostCode	Location	Telephone
Sold-to Party	156	Mead Johnson	Nutrition	2400 West Lic	yd Expressway	2400	47721	EVANSVILLE	
Ship-To Address	156	MJN MFG, Zee	land, US	100 North Fair	view Street		49464	ZEELAND	

7. 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 Upd	nd Hold Cancel Update Prices Print Download						
Basic Data							
Invo se	12345						
Status	In Process						
Description	Invoice for 9000001801						
Document Date	21.01.2011						
External Reference	9000001801						
Unplanned Delivery Costs	0.00 USD						
Products and Services	5						
Number Product Type	Product Description Quantity	Unit of Measure	Net Value	Tax	Purchase Order No.		
<u>10</u>	Service Item 1.000	Activ.unit 🗸	100.00 USD	US: U1 A/P Self Assessment Use Tax 💌	900001801		
E Page 1 of 1	I						

- 8. 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.

Product	ts and Servi	ces									
Number	Product Type	e Product	Description	Quantity	Unit of Measure	N	et Value		Tay	Burchas	e Order No.
<u>10</u>			Service Item	1.000	Activ.unit 🗸		50.00 USD	US: U1 A/P Self As	sessment Use Tax	< 🕶 9 00	001801
	age 1 of 1	YY									
Dartnor	Information										
Parmer	mormation										
Partner		Number	Name		Street			House No.	PostCode	Location	Telepho
Sold-to Part	ty 1	156	Mead Johnson	Nutrition	2400 West LI	oyd Expres	sway	2400	47721	EVANSVILLE	
Ship-To Add	dress 1	156	MJN MFG, Zee	and, US	100 North Fai	irview Stre	et		49464	ZEELAND	
Drice In	formation										
Flice III	nonnation										
Condition							Manual Input				
Net Value						50.00	USD				
Unplanned	Delivery Costs					0.00	USD	_			
US: U1 A/P	Self Assessme	nt Use Tax				0.00	USD				
Gross Pric	e .					50.00	USD				

9. 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.

Product	ts and Servio	ces								
Number	Product Type	e Product	Description	Quantity	Unit of Measure	Net Value	_	Тах	Purcha	as
<u>10</u>			Service Item	1.000	Activ.unit ⊻	400.00 CAD	C/ .: PH A/P	Sales Tax HST	80	01
	age 1 of 1									
Partner	Information	l.								
Partner		Number	Name		Street		House No.	PostCode	Location	
Sold-to Party	y	500000047	MJN Cana	da	Suite 900, 1959 U	pper Water St		B3J 3N2	Halifax	
Ship-To Add	iress	500000047	MJN OFC,	Kanata	900-535 Legget D	rive		K2K 3B8	ROCKCLIFFE	
Price In	formation									
Condition						Manual Input				
Net Value					400.00	CAD				
Unplanned	Delivery Costs				0.00	CAD				
CA: PH A/P	Sales Tax HST				52.00	:AD				
Gross Pric	e				400.00	CAD				

10. With planned services it is rare that a supplier will have Unplanned Delivery Costs. In the event

they do exist, enter the amount and click 'Update Prices' to refresh the screen.

Basic Data	
Invoice	12345
Status	In Process
Description	Invoice for 9000001801
Document Date	21.01.2011
External Reference	9000001801
Unplanned Delivery Costs	
Products and Services	

Page 18 of 25



# 11. 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.

Start Page >	Create invoice >	LIST OF CON	rirmations_ > <u>Disp</u>	lay Contirmat	<u>ion.</u> > Process invoice					
Proces	s Invoice									
Send Ho	id Cancel Upo	late Prices	Print Downloa	ad						
Neuronautor										
Basic Da	ata									
Invoice		9000003	366							
Status		In Proces:	s							
Descriptio	n	Confirmat	ion for Service							
Document	Date	12/09/201	0							
External R	External Reference		39							
Unplanned	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 Ite
<u>10</u>			Service Item	1.000	Activ.unit 🕑	100.00 USD	US: U1 A/P Self Asses	sment Use Tax 💌	9000002139	000000010
	A Page 1 of 1 TY									

- 12. The successful message will display indicating the invoice was successfully submitted.
- Success:Your changes have been adopted successfully

# 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 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'



4. 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 Print Download 🚯 Type Document Number Document Name Document Date Status 11/30/2010 Invoice 9000000348 Monthly Payment for Nov Document Sent PO Invoice 9000000339 11/25/2010 Document Sent 900000329 PO 11/18/2010 Invoice Accepted by Customer Invoice 9000000328 PO 11/16/2010 Document Sent

#### 5. Click on 'Create Credit Memo'.

Start Page > List of Invoices > Display Invoice

#### Display Invoice Set Status Copy Create Credit Memo Display Document Flow Print Download Basic Data Invoice 9000000329 Status Accepted by Customer Payment Received 💌 Status (New) Description PO Document Date 11/18/2010 External Reference 9000001960 Unplanned Delivery Costs 0.00 USD Products and Services Number Product Type Product Description Quantity Net Value Tax Purchase Order No. <u>10</u> Material Duracell Copper Top™ 9 Volt Ba 10.000 Carton 1,000.00 USD US: U1 A/P Self Assessment Use Tax 9000001960 I of 1 I I Partner Information Partner Number Street PostCode Location Telephone Name House No Sold-to Party 5000000003 Mead Johnson Nutrition US 2400 West Llovd 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	Start Page > List of Invoices > Display Invoice > Edit Credit Memo													
Edit C	Edit Credit Memo													
Send H	fold Cancel	Update Pric	es Print Down	load										_
Basic D	)ata													
Credit Me	erno	90000	000407											
Status		In Pro	cess											
Descripti	on	PO												
Documer	nt Date	01/27	/2011											
External I	Reference	90000	01960											
Unplanne	ed Delivery Costs	s	0.00	USD										
Produc	ts and Servi	ces												
Number	Product Type	Product	Description		Quantity	Unit of Measure Net Value Tax P		Purcha	ise Order No.	P				
<u>10</u>	Material		Duracell Copper	Top™ 9 '	10.0	00 Carton	~	1,000.00 USD	US: U1 A/P Self	Assessment Use 1	Tax 💌	900	00001960	
E F	Page 1 of 1	<b>X</b>												
Partne	r Information	1												
Partner		Number	Name		Stree	et		House No.	PostCode	Locatio	n	Telephone		
Sold-to Parl	ty	500000000	3 Mead John:	son Nutrition US	2400 West Lloyd Expressway				47721	Evansvil	le			
Ship-To Ad	Ship-To Address 500000003 MJN MFG, Zeeland, US		Zeeland, US	100 North Fairview Street			49464	ZEELAN	D					
Price I	Price Information													
Condition Manual Input		ıt												
Net Value	Net Value 1,00		1,000.00 USD											
Unplanned Delivery Costs			0.00 USD											
US: U1 A/P Self Assessment Use Tax			0.00 USD											

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





# **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'.

Home Supplier Portal Adminst	ration Delegated User Admir	nistration Purchase Order Collaboration	Accounts Receival
Home Supplier Portal Adminst Supplier Self Services Detailed Navigation • Document Collaboration Cockpit • Document Search • □ Administration • □ Messages	Find Find Document Search Type Timeframe Created After Status Document Number Document Name Partner Number	Nistration     Purchase Order Collaboration     Shipping Notif.     All     All     All	Accounts Receival
	Partner Number		×

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.

	r ing							
	Document Search							
	Туре	Shipping Notif.						
	Timeframe	Shipping Notif. Invoice or Credit Memo						
	Created After	Purchase Order SA Releases						
	Status	Confirmation Goods Receipt						
	Document Number	Goods Receipt Cancellation Return Delivery						

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

Document Search	
Туре	Shipping Notif.
Timeframe	AI
Created After	All Today
Status	Last 7 Days Last Month
Document Number	Last 12 Months
Document Name	

- 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	List of Purchase Orders							
Print	Print Download							
₽	Document Number	Document Name	Document Date	Status				
	<u>5000001246</u>	PO	01/27/2011	Partly Confirmed				
	<u>5000001245</u>	PO	01/21/2011	New				
	<u>5000001244</u>	PO	01/21/2011	Confirmed				
	<u>5000001243</u>	PO	01/21/2011	New				
	<u>5000001231</u>	PO	01/19/2011	Rejected				
	<u>5000001230</u>	PO	01/18/2011	Confirmed				

 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.

Find > List of Purchase Orders						
List	List of Purchase Orders					
Print	Download					
B	Document Number	Document N				
	<u>5000001246</u>	PO				
	<u>5000001245</u>	PO				

 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.

Opening susdoc.zip 🛛 🔀
You have chosen to open
i susdoc.zip
which is a: zip File from: https://msrmq1cs01.net.mjn.com:44030
What should Firefox do with this file?
O Open with Browse
Do this <u>a</u> utomatically for files like this from now on.
OK Cancel

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



## END-OF-DOCUMENT