



Supplier Portal Guide
User Settings and Preferences

Version 1.1
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Document Overview

This document highlights the key settings and preferences that should be reviewed by a supplier when first logging into the portal. Some fields may be updated directly by the supplier while others cannot be changed and require that you contact the Procurement Helpdesk. While there are many additional fields available in the Portal than what is outlined in this document, they are informational in nature and may be updated at the discretion of supplier.

Password & Role Maintenance

Please contact the Procurement Helpdesk at 1-888-339-9491 for any password resets or role changes.

Login to the Supplier Portal

1. 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://mjportal.net.mjn.com:50000>
Note: Please add this URL to your Favorites.
2. The URL will take you to the Login Screen. Enter your (1) User ID and (2) Password, and then Click (3) Log on.



Global Portal

User ID *

Password *

Log on

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Verify your Company Data

3. Click on the **Purchase Order Collaboration** tab → **Administration** link → **Company Data** link.

The **Company Data** section contains important information about your company that is stored in the MJN vendor master. You may not edit the information in this section. **If you require any updates, please contact the Procurement Helpdesk at 1-888-339-9491.** While a supplier should review all information contained in this section, additional fields are emphasized below.

The screenshot shows the 'Supplier Self Services' interface. At the top, there are tabs for 'Home', 'Purchase Order Collaboration', and 'Accounts Receivable Manager'. Below these is a 'Supplier Self Services' header. A left-hand navigation menu is visible, with 'Company Data' highlighted by a red arrow. The main content area is titled 'Company Data' and 'Settings'. It contains three sections: 'Company Details', 'Address Data', and 'Contact Data'. The 'Company Details' section includes fields for 'Legal Name of Company', 'D-U-N-S Number', and 'Language' (set to English). The 'Address Data' section includes fields for 'c/o', 'City' (Austin), 'State/Prov.', 'Postal Code' (78756), 'Company Postal Code', 'Country' (USA), 'Region' (Texas), 'P.O. Box', 'PO Box Country', 'Contact Person', 'PO Box Without Number' (checkbox), 'Street Prefix', 'Street', 'Street Suffix', 'House Number', 'Contact Name', 'Building', 'Floor', and 'Jurisdict. Code'. The 'Contact Data' section is partially visible at the bottom.

Company Data → Email Notification Address

- The E-Mail Address listed in this section is where email notifications will be sent. One email address can be used for this purpose. If a supplier requires that multiple individuals receive notifications, it should use a shared task/group ID for this purpose. **If you require an update, please contact the Procurement Helpdesk at 1-888-339-9491.**

| Contact Data | | | |
|-----------------------|------------------|-------------|--------|
| Telephone numbers | | | |
| Standard Number * | Telephone No. * | Extension | Ctry * |
| Ⓒ | | | |
| Page 0 of 0 | | | |
| New Lines | | Delete Line | |
| New Lines Delete Line | | | |
| E-Mail Addresses | | | |
| Standard Address | E-Mail Address * | | |
| Ⓒ | | | |
| Page 1 of 1 | | | |
| New Lines | | Delete Line | |

Company Data → E-Mail Notification Frequency

- The E-Mail notification setting is set by Mead Johnson Nutrition for all suppliers. The current setting will notify suppliers of any new purchase orders, purchase order changes, or changes to PO status due to follow-on actions.

| Additional Data | |
|---|---------------------------------------|
| Copy SUS Document Number - Vendor's Document Number | <input type="checkbox"/> |
| Notification of Incoming Documents per E-Mail | E-Mail Notification for All Documents |
| Tax on Sales/Purchases Code | |
| Vendor Currency * | United States Dollar |

Company Data → Vendor Currency

- It is important that you confirm the Vendor Currency setting in order to receive purchase orders and payment in the correct currency and amount. **If you require an update, please contact the Procurement Helpdesk at 1-888-339-9491.**

| Additional Data | |
|---|---------------------------------------|
| Copy SUS Document Number - Vendor's Document Number | <input type="checkbox"/> |
| Notification of Incoming Documents per E-Mail | E-Mail Notification for All Documents |
| Tax on Sales/Purchases Code | |
| Vendor Currency * | United States Dollar |

Update your User Preferences

- Click on the **Purchase Order Collaboration** tab → **Administration** link → **Own Data** link.

The **Own Data** section contains information about the User. Fields that have an **asterisk (*)** are required. Note that upon modifying or updating the **Own Data** section you may be asked for your password to confirm your changes.

Welcome Mr. Sales Manager 1
SUPO: Supplier

Personalize | Log Off

Home | Purchase Order Collaboration | Accounts Receivable Manager

Supplier Self Services

Detailed Navigation

- Document Collaboration Cockpit
- Document Search
- Administration
 - Own Data** (highlighted with a red arrow)
 - Company Data
- Messages

Own Data

User: SUPSSM01

Process

General User Information

| | |
|-----------------|-------------------------------|
| User Name | SUPSSM01 |
| *FormOfAddr | Mr. |
| *First Name | SUPSSM01 |
| *Last Name | SUPSSM01 |
| *E-Mail Address | scientific_supplier@yahoo.com |
| *Country | USA |
| Language | English |
| Company | VWR SCIENTIFIC 5000000070 |
| Assigned Roles | |

Contact Information

| | |
|------------|--------------|
| Telephone | 812-555-1234 |
| Fax | |
| Item | |
| Department | |

Settings

| | |
|----------------|-----------------------|
| Date Format | MM/DD/YYYY |
| Decimal Format | 12,345,687.90 |
| Time Zone | Central Time (Dallas) |

8. To update a field within the **Own Data** section, click the **Process** button.

The screenshot shows a web interface with a 'Detailed Navigation' sidebar on the left and a main content area. The main content area is titled 'Own Data' and displays 'User: SUPSSM01'. A 'Process' button is highlighted with a red box. Below this is a section titled 'General User Information' with the following fields:

| | |
|-----------------|-------------------------------|
| User Name | SUPSSM01 |
| *FormOfAddr | Mr. |
| *First Name | SUPSSM01 |
| *Last Name | SUPSSM01 |
| *E-Mail Address | scientific_supplier@yahoo.com |
| *Country | USA |
| Language | English |
| Company | VWR SCIENTIFIC 5000000070 |
| Assigned Roles | |

User Preferences → General User Information

9. Fields that you may update in this section include the following:

- Form of Address
- First Name
- Last Name
- Email Address
- Country
- Language

User Preferences → Settings

10. All fields in this section may be updated.

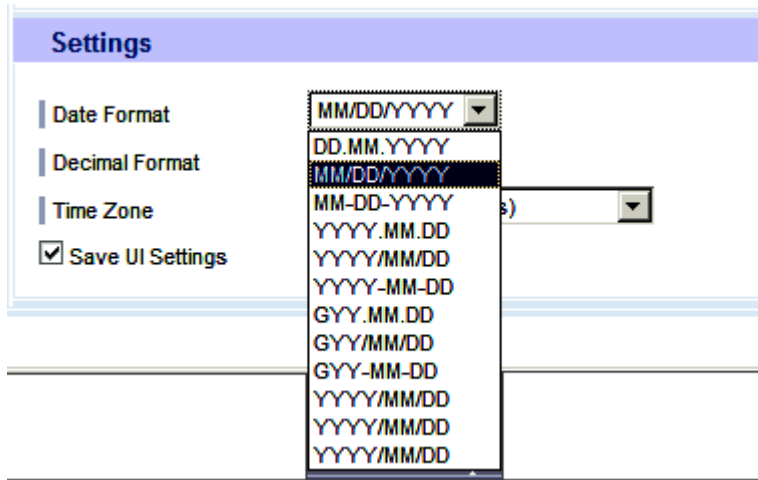
Note: To ensure that your changes to the **Settings** section are reflected on your screens, check-mark the 'Save UI Settings' box located at the bottom of the section.

The screenshot shows a 'Settings' section with the following fields:

| | |
|------------------|-------------------------------------|
| Date Format | MM/DD/YYYY |
| Decimal Format | 12,345,687.90 |
| Time Zone | Central Time (Dallas) |
| Save UI Settings | <input checked="" type="checkbox"/> |

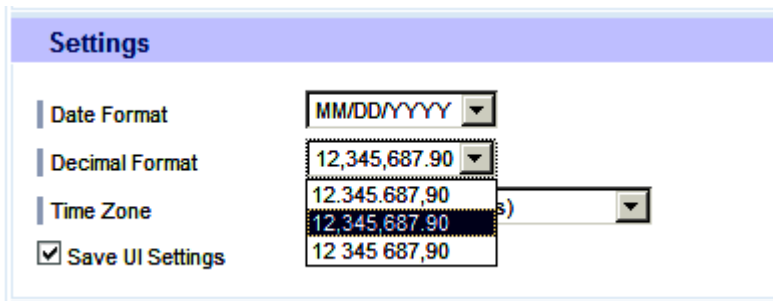
User Preferences → Date Format

11. The Date Format may be customized by selecting the desired format from the dropdown list provided.



User Preferences → User Decimal Format

12. The Decimal Format may be customized by selecting the desired format from the dropdown list provided.



User Preferences → Time Zone

13. The Time Zone may be customized by selecting the desired format from the dropdown list provided.

The screenshot shows a web application interface with a sidebar on the left and a main content area. The sidebar has sections for 'Roles', 'Contact Information', and 'Settings'. The 'Settings' section is expanded, showing 'Date Format', 'Decimal Format', 'Time Zone', and a checked 'Save UI Settings' checkbox. The 'Time Zone' dropdown menu is open, displaying a list of time zones. The current selection is 'Central Time (Dallas)'. The list includes: Central Time (Dallas), Central Time No DST, Cyprus, Eastern Europe, Egypt, Eastern Time (New York), Eastern Time (Indianapolis), Eastern Time (Montréal), Falkland Islands, Greenwich UK with DST, Greenland, Eastern Greenland, Western Greenland, Hawaii, India, Iran, Iraq, Israel, Japan, Jordan, Lebanon, Mountain Time (Denver), Mountain Time (Phoenix), Nepal, Newfoundland, Norfolk Islands, Newfoundland, New Zealand Chatham Islands, New Zealand, Paraguay, and Central Time (Dallas) at the bottom. The 'US Administrator' role is visible in the background.

Saving Updates

14. To save any updates made to the *Own Data* section, select the 'Save' button.

The screenshot shows a web application interface. At the top, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red rectangular box. Below the buttons is a section titled 'General User Information' with a blue header. Under this section, there are two input fields: 'User Name' with the value 'SUPSSM01' and 'Password' which is currently empty.

'Personalize' Link

The **Personalize** link contains the same information as that of the **Own Data** section. When changing information in one area it will reflect in the other section (i.e., when **User Information** is changed in the **Own Data** section, and it has a corresponding data equivalent in the **Personalize** section, both sections will be updated).



END-OF-DOCUMENT