



Supplier Portal Guide: Value Limit / Blanket PO Scenario

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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 (MJN PO Change Required)	9
PO Response (Partial/Complete Rejection).....	9
Confirm Completion of Service	10
Accept/Reject Service Confirmation (MJN Action).....	14
Create Invoice – For PO with Confirmation in Accepted Status	16
Create Credit Memo.....	21
Document Search – General Reporting for Various Transactions	22

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.

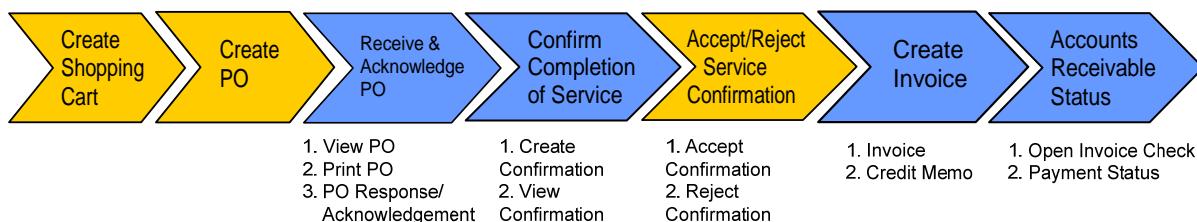
Value Limit (Blanket) PO Scenario --- Transaction Flow

Scenario Description:

A Value Limit type of purchase order is a blanket PO that has been created with an upper dollar value limit. These purchase orders allow multiple confirmations (for goods or services) and have the ability to accept multiple invoices up to the value limit specified for the PO item.

The following diagram depicts the transaction and document flow involved for this scenario. 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 with a Value Limit.
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	<p>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).</p> <p>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.</p>
Confirm Completion of Service	Supplier	<p>Upon completion of the service the supplier creates a confirmation in the Portal providing the description, quantity, price and unit of measure for the service.</p> <p>IMPORTANT: This step is required before a supplier can invoice.</p>
Accept/Reject Service	MJN Requester	The MJN Requester is notified when the supplier enters a confirmation. The MJN Requester reviews this confirmation and

Confirmation		can accept or reject it. IMPORTANT: MJN acceptance of the confirmation is required before a supplier can invoice.
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 :

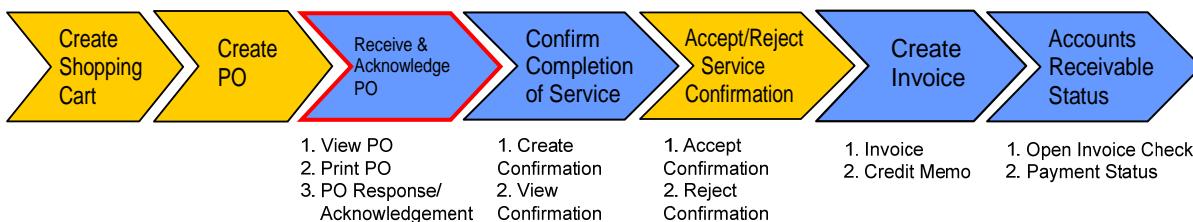
Term	Description
Value Limit / Blanket PO Unplanned Service type of PO	Value Limit / Blanket POs refer to purchase orders that have been created for 'Value Limit' type of items where unplanned services are involved.
SC	Shopping Cart
PO	Purchase Order
MJN	Mead Johnson Nutrition
Confirmation	The Portal entry used by suppliers to enter the details of the service and confirm completion. 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/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:

- 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/>.
- 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

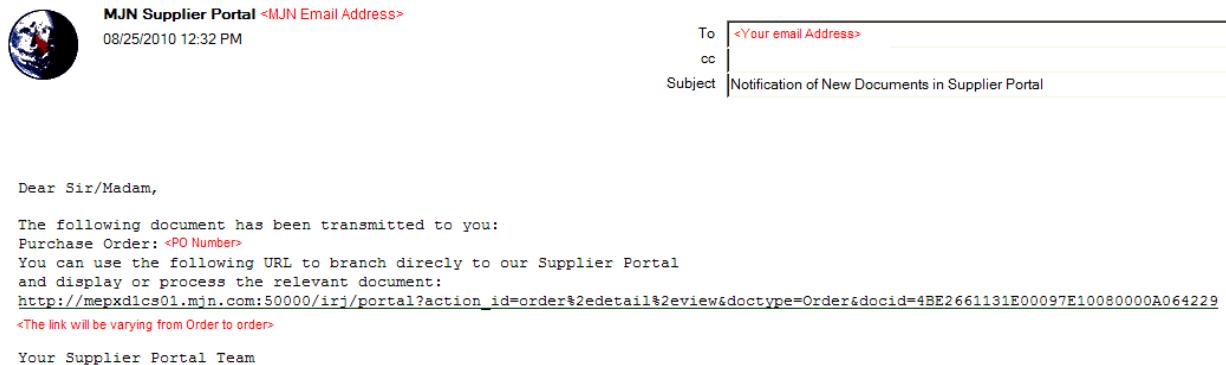
Note: Transactions in **Gold** are performed by the MJN Requester in the appropriate MJN system(s). Transactions in **Blue** are performed by the supplier on the Portal.



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:



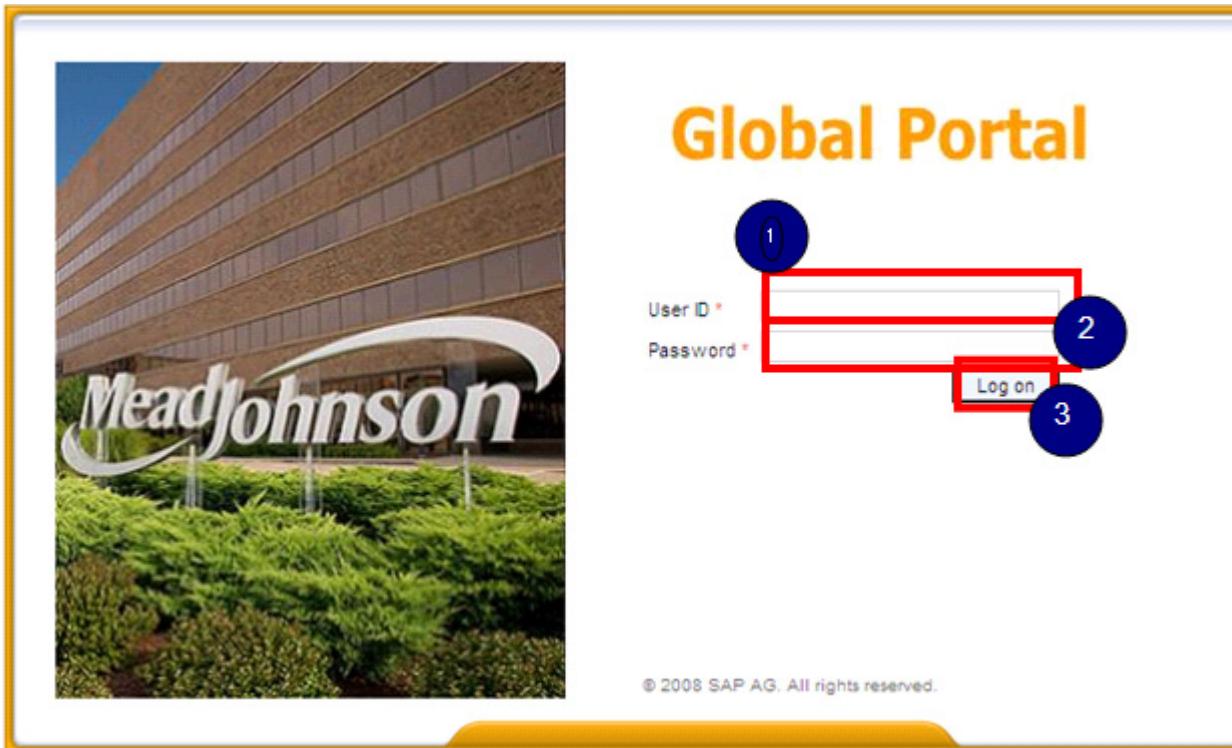
2. Login to the Supplier Portal

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:

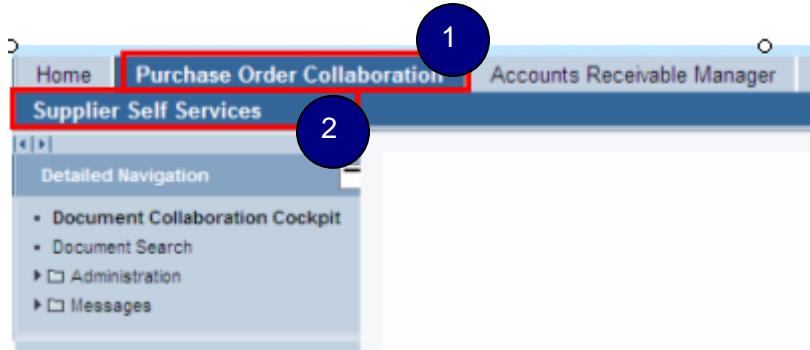
<http://mjnportal.net.mjn.com:50000>

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 (16) and Changed In Process Confirmed and Partially Confirmed		All Confirmations Accepted and Partially Accepted Rejected Create
	All ASN's Create		All Sched Agreement Releases New In Process
	All Invoices and Credit Memos Accepted and Rejected Create		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. The ‘Total Value’ displays as 0.00 because a Value Limit type of PO item can be used for performing multiple service confirmations and be invoiced multiple times.

Important Note: You can view the PO value in the Print Preview or when you print the PO.

List of New Purchase Orders

	Document Number	Document Name	Document Date	Status	Total Value	Purchase Order No.
<input type="checkbox"/>	5000001057	PO	11/12/2010	New	0.00 USD	8000000736
<input type="checkbox"/>	5000001029	PO	11/02/2010	New	1,000.00 USD	9000002015

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.

Display Purchase Order

[Process](#) [Display History](#) [Display Document Flow](#) [Print](#) [Download](#)

Basic Data

Document Number	5000001010
Document Name	PO
Document Date	10/26/2010
Purchase Order No.	8000000698
Requested Follow-On Documents	Purchase Order Response, Confirmation, Goods Receipt, Invoice
Status	New

Item Overview

Messages

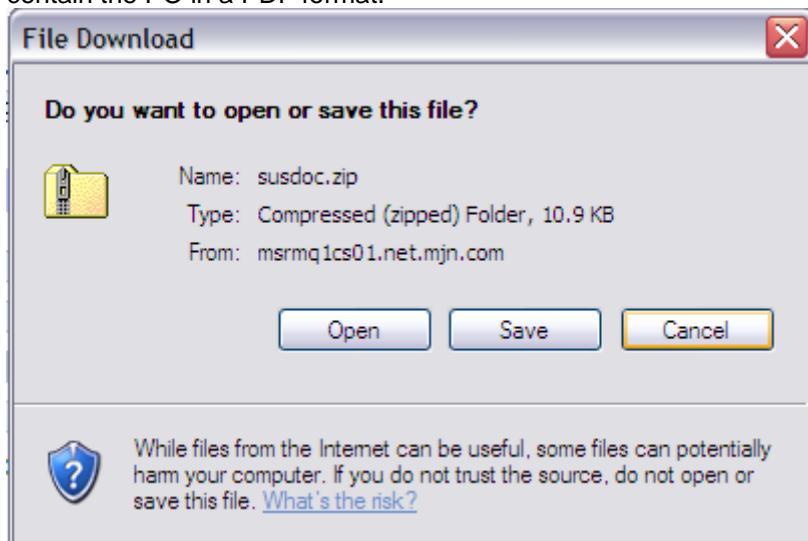
Description	Preview
<input checked="" type="checkbox"/> Message from Purchaser	
 Page 1 of 1 	Message from Purchaser

Print PO

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

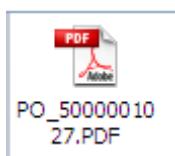
The screenshot shows the 'Display Purchase Order' interface. At the top, there is a navigation bar with tabs: Process, Display History, Display Document Flow, Print (which is highlighted with a red box), and Download. Below the navigation bar is a section titled 'Basic Data' containing fields for Document Number (5000001010), Document Name (PO), Document Date (10/26/2010), Purchase Order No. (8000000698), Requested Follow-On Documents (Purchase Order Response, Confirmation, Goods Receipt, Invoice), and Status (New). Under 'Item Overview', there is a 'Messages' section. A table shows a single message from a purchaser, with columns for Description ('Message from Purchaser') and Preview. The preview area is empty. Below the table is a page navigation bar showing 'Page 1 of 1'. To the right of the preview area is a placeholder for 'Message from Purchaser'.

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.



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 description and price (limit value for the PO item).

PO Response (Without Change)

To accept the PO "as is" click on 'Confirm All Items' [Confirm All Items](#).

PO Response (MJN PO Change Required)

If you find a discrepancy with any 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 Purchase Order

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

Basic Data

Document Number	5000001010
Document Name	PO
Document Date	10/26/2010
Purchase Order No.	8000000698
Requested Follow-On Documents	Purchase Order Response, Confirmation, Goods Receipt, Invoice
Status	In Process

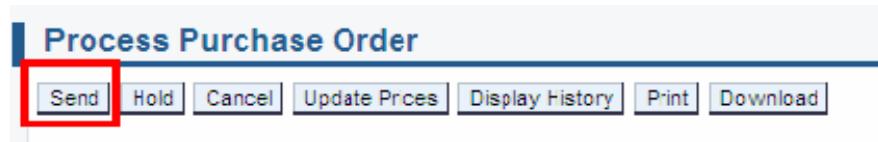
Item Overview

	Number	Status	Product	Line Type	Description	Order quantity	Purchase Order Value	Confirmed Quantity	Required on	Confirmed for
L	1	 In Process		Standard Line	Service Item	1.000 Activ. unit	\$00.00 USD	1.000 Activ. unit	10/26/2010	10/26/2010 
	1.1	In Process			Test	1 each	500.00 USD	1 each		

[Confirm All Items](#) [Reject All Items](#) [Deselect All Items](#) [Expand All](#) [Collapse 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.

 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

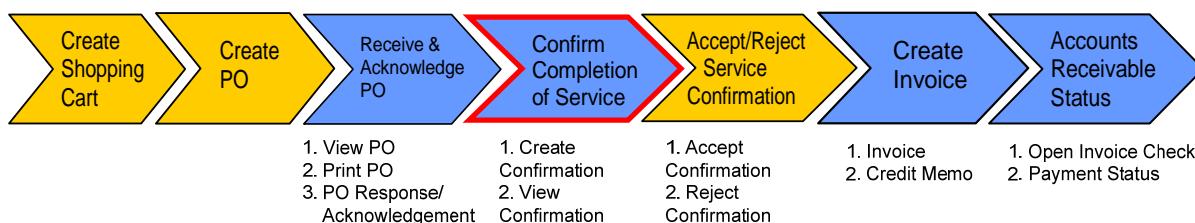
Warning messages displayed with a red ! icon are a hard stop and will prevent you from submitting the PO response/acknowledgement.

 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.

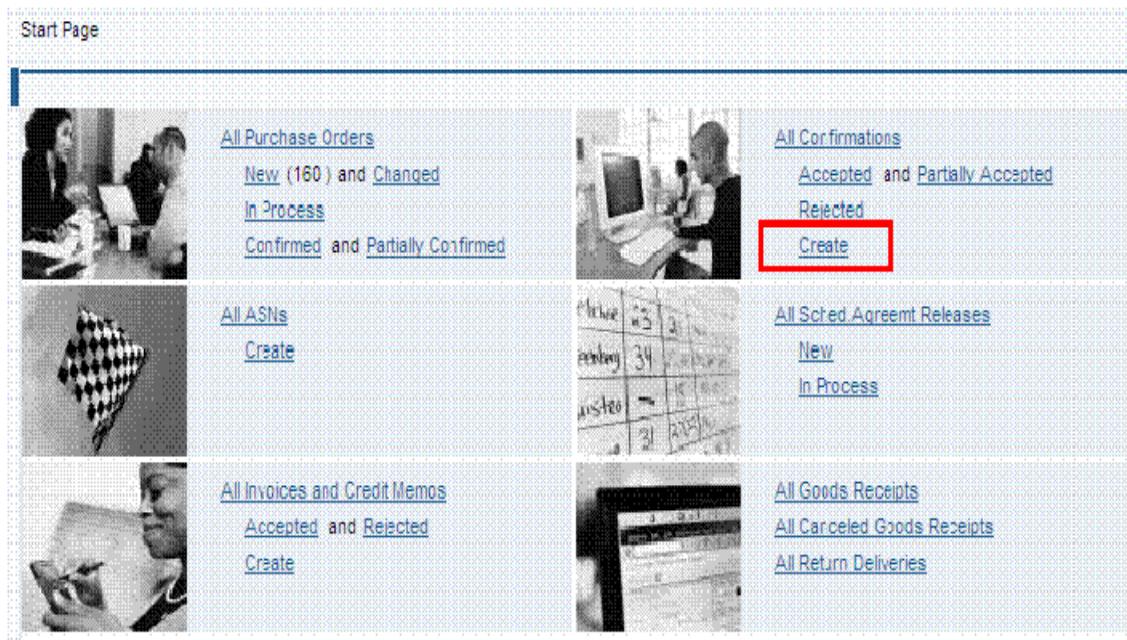
Confirm Completion of Service

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

IMPORTANT: For any subsequent invoices, you must select the PO in the "All Purchase Orders" section and then click on "Create Confirmation".



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

Note: The value of the order will show as '0.00' in the 'Total Value' column for a Limit Value/ Blanket PO. You can view the PO value in the Print Preview or when you print the PO. Refer to section above for the steps to print and save the PO as a PDF document.

List of Purchase Orders					
	Print	Download			
	Document Number	Document Name	Document Date	Total Value	Purchase Order No.
<input type="checkbox"/>	5000001066	PO	11/16/2010	0.00 USD	8000000740
<input type="checkbox"/>	5000001065	PO	11/16/2010	0.00 USD	8000000739
<input type="checkbox"/>	5000001064	PO	11/16/2010	0.00 USD	8000000738
<input type="checkbox"/>	5000001051	PO	11/11/2010	0.00 USD	8000000732
<input type="checkbox"/>	5000001032	PO	11/03/2010	0.00 USD	8000000731
<input type="checkbox"/>	5000001026	PO	11/01/2010	0.00 USD	8000000726
<input type="checkbox"/>	5000001023	PO	11/01/2010	100.00 USD	8000000721

4. Click on 'Create Confirmation'

Display Purchase Order

[Create Confirmation](#) [Display History](#) [Display Document Flow](#) [Print](#) [Download](#)

Basic Data

Document Number	5000001066
Document Name	PO
Document Date	11/16/2010
Purchase Order No.	8000000740
Requested Follow-On Documents	Confirmation, Goods Receipt, Invoice
Status	Confirmed

5. Enter the (1) 'Document Name' and then click the (2) 'Add New Item' icon with green + sign as shown below.

Note: For any Limit Value/Blanket PO you have to create a line item in order to enter the detailed description of the service along with the quantity, price and unit of measure. It is **IMPORTANT** that you enter your confirmation exactly as you will invoice. For example, if both material and labor apply to the purchase order and a supplier wishes to invoice separate lines for each, then steps 5 through 7 would need to be repeated for each line.

[Process Confirmation](#) [Confirm](#) [Hold](#) [Cancel](#) [Update Prices](#) [Print](#) [Download](#)

Basic Data

Confirmation	8000000700	1
*Document Name		
Document Date	11/28/2010	
Purchase Order No.	8000000740	
Service Agent Name		
Service Location		
Status	Created	

Item Overview

	Number	Status	Product	Product Type	Line Type	Description	Quantity	Unit of Measure	Ordered	Open	Net Value	Add Items from Catalog	Add New Item	Delete Item	Item Selection
1	In Process					Test Tina					0.00 USD		2		
L	1.1					LIMIT			Activ.unit	Activ.unit					
	Page	1 of 1													

[Expand All](#) [Collapse All](#) [Select All](#) [Deselect All](#) [Propose Outstanding Quantities](#)

6. A new line item will be displayed for entry. Fill in the description next to (1) 'Standard Line' and enter the (2) 'Quantity'. Click on the (3) '1.2 Number' to update the price and unit of measure.

Confirmation	8000000700
*Document Name	
Document Date	11/28/2010
Purchase Order No.	8000000740
Service Agent Name	
Service Location	
Status	In Process

Item Overview

	Number	Status	Product	Product Type	Line Type	Description	Quantity	Unit of Measure	Ordered	Open	Net Value	Add Items from Catalog	Add New Item	Delete Item
▼	1	In Process				Test Tina					0.00 USD			
└	1.1				1	IT								
└	1.2	In Process	Service	Standard Line			0.000	Activ. unit	0.000	0.000	0.00 USD			

Page 1 of 1

IM

PORTANT: The description of the service must provide sufficient detail for the MJN Requester to understand what service was performed. This is required for their acceptance of your confirmation.

NOTE: The Quantity confirmed for a Value Limit/Blanket order can be > 1. It is important to enter a quantity that corresponds exactly to how you will invoice.

7. Enter the appropriate 'Unit of Measure' and then the amount of the service you have provided in the (1) 'Net Value' field. Click (2) 'Update Prices'. Next, click (3) 'Back to Item Overview' to return to the previous screen

Item	Description	Quantity	Unit of Measure	Ordered	Open	Net Value
11	TEST TEST	1.000	Activ.unit	0.000	0.000	0.00 USD

Condition	Price	Per	Value
Net Value	...J... USD	1	Activ.unit 0.00 USD

8. Click 'Confirm'

Process Confirmation

[Confirm | Hold | Cancel | Update Prices | Print | Download]

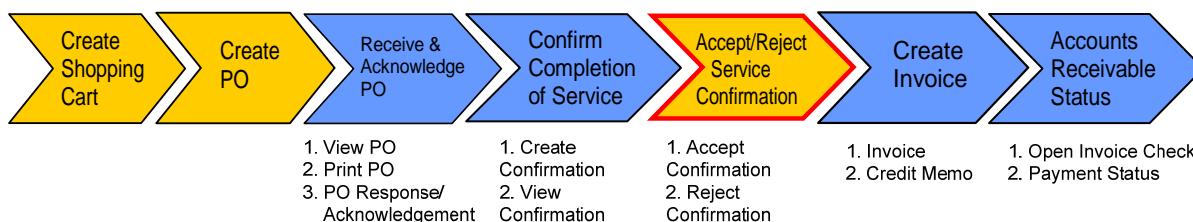
A confirmation will display in GREEN like below showing a successful notification.

« **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 **Gold** are performed by the MJN Requester in the appropriate MJN system(s). Transactions in **Blue** 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 before you and submit an invoice.

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.

The screenshot shows two tables of document confirmations. The top table has columns: Document Number, Document Name, Document Date, Status, and Total Value. The bottom table has columns: Document Number, Document Name, Document Date, and Status.

Document Number	Document Name	Document Date	Status	Total Value
8002000700	Test	11/28/2010	Rejected by Customer 1	500.00 USD
8002000698	TEST	11/28/2010	Reported	6,000.00 USD
8002000694	GR	11/24/2010		1,200.00 USD
8002000692	Test Confirmation	11/23/2010	Completion Reported 2	130.00 USD
8002000690	test	11/23/2010	Completion Reported	5.00 USD

Document Number	Document Name	Document Date	Status
8002000715	Confirmation for Service	12/09/2010	Accepted by Customer 4

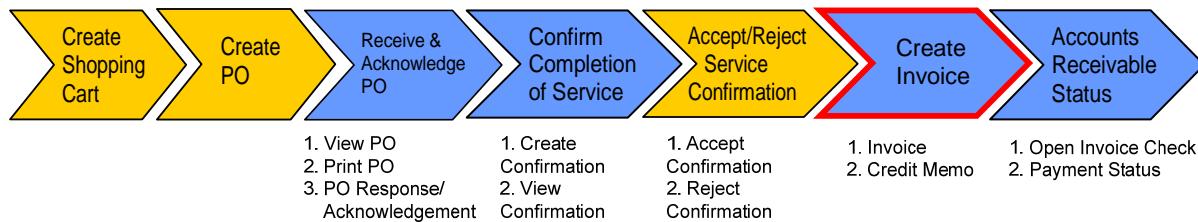
Confirmation Statuses:

- 1 '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.
- 2 'Completion Reported' – The confirmation has been submitted by you, however, it is awaiting acceptance by the MJN Requester. In this situation, please follow-up with the MJN Requester for completion since their acceptance of the confirmation is required before you can invoice.
- 3 'In Process' – You started the confirmation process but have not yet submitted the confirmation.
- 4 '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 'All Purchase Orders' or 'Confirmed Purchase Orders'.

All Purchase Orders New and Changed In Process Confirmed and Partially Confirmed	All Confirmations Accepted and Partially Accepted Rejected Create
All ASN's Create	All Sched Agreement Releases New In Process
All Invoices and Credit Memos Accepted and Rejected Create	All Goods Receipts All Canceled Goods Receipts All Return Deliveries

3. Click on the 'Document Number' to open the desired order.

List of Purchase Orders						
	Document Number	Document Name	Document Date	Status	Total Value	Purchase Order No.
<input type="checkbox"/>	5000008291	PO	21.01.2011	Confirmed	0.00 CAD	8000003398
<input type="checkbox"/>	5000007915	PO	18.01.2011	Confirmed	0.00 CAD	8000003205
<input type="checkbox"/>	5000006440	PO	28.12.2010	Confirmed	0.00 CAD	8000002545
<input type="checkbox"/>	5000006432	PO	28.12.2010	Confirmed	0.00 CAD	8000002544
<input type="checkbox"/>	5000006359	PO	24.12.2010	Confirmed	0.00 CAD	8000002518
<input type="checkbox"/>	5000006368	PO	24.12.2010	Confirmed	0.00 CAD	8000002512
<input type="checkbox"/>	5000005703	PO	15.12.2010	Confirmed	2,635.00 CAD	8000002144
<input type="checkbox"/>	5000005323	PO	10.12.2010	Confirmed	415.00 CAD	8000001915
<input type="checkbox"/>	5000005262	PO	09.12.2010	Confirmed	0.00 CAD	8000001847
<input type="checkbox"/>	5000005252	PO	09.12.2010	Confirmed	0.00 CAD	8000001845

4. The ‘Display Purchase Order’ screen is displayed. Click ‘Display Document Flow’ button.

Display Purchase Order

Create Confirmation	Display History	Display Document Flow	Print	Download
Basic Data				
Document Number	5000008291			
Document Name	PO			
Document Date	21.01.2011			
Purchase Order No.	8000003398			
Requested Follow-On Documents	Purchase Order Response, Confirmation, Goods Receipt, Invoice			
Status	Confirmed			
Item Overview				
Number	Status	Product	Line Type	Description
1	Confirmed			POA 1 e-visual Edits
1.1	Confirmed			LIMIT
Page 1 of 1 Next				

5. Click on the accepted confirmation that you need to invoice. The ‘Document Type’ will be “Confirmation” and the ‘Status’ will be “Accepted by Customer”.

Document Flow

Document Type	Document Number	Document Name	Document Date	Status	Total Value
Purchase Order	5000006368	PO	24.12.2010	Confirmed	0.00 CAD
Confirmation	8000009277	BIBBIT label & box artworks	19.01.2011	Completion Reported	Accepted by Customer 6800.00 CAD

6. Click on ‘Create Invoice’

Display Confirmation

Create Invoice	Copy	Display Document Flow	Print	Download
Basic Data				
Confirmation	8000009854			
*Document Name	2011A+ POA 1 e-visual updates			
Document Date	21.01.2011			
Purchase Order No.	8000003398			
Service Agent Name				
Service Location				
Status	Accepted by Customer			
Item Overview				
Number	Status	Product	Product Type	Line Type
1	Accepted			POA 1 e-visual Edits
1.1				LIMIT
1.2	Accepted		Service	Standard Line
				POA 1 e-visual Edits
				1.000 Activ.unit
				0.000
				0.

7. The system will default the values from the service confirmation accepted by the MJN Requester.

Process Invoice

Send Hold Cancel Update Prices Print Download

Basic Data

Invoice	9000000395
Status	In Process
Description	LIMIT TEST
Document Date	27.01.2011
External Reference	8000000732
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 Item
10		Service Item	1.000	Activ.unit	50.00 USD	US: U1 A/P Self Assessment Use Tax	8000000732	0000000010	

8. 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	234
Status	In Process
Description	Invoice for October
Document Date	27.01.2011
External Reference	8000000732
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 Item
10		Service Item	1.000	Activ.unit	50.00 USD	US: U1 A/P Self Assessment Use Tax	8000000732	0000000010	

9. 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
10		Service Item	1.000	Activ.unit		50.00 USD	US: U1 A/P Self Assessment Use Tax
<input type="button" value="Page 1 of 1"/> <input type="button" value="Next"/>							

Partner Information								
Partner	Number	Name	Street	House No.	PostCode	Location	Telephone	Fax
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						

10. 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
10		Service Item	1.000	Activ.unit		400.00 CAD	CA: PH A/P Sales Tax HST
<input type="button" value="Page 1 of 1"/> <input type="button" value="Next"/>							

Partner Information								
Partner	Number	Name	Street	House No.	PostCode	Location	Telephone	Fax
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						

11. With Limit Value/Blanket orders a supplier may incur Unplanned Delivery Costs. If so 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	55.00 USD							

Products and Services								
Number	Product Type	Product	Description	Quantity	Unit of Measure	Net Value	Tax	

12. 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 Confirmations > Display Confirmation > Process Invoice

Process Invoice

Basic Data

Invoice	9000000366
Status	In Process
Description	Confirmation for Service
Document Date	12/09/2010
External Reference	9000002139
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 Itm
10		Service Item	1.000	Activ.unit	100.00 USD	US: U1 A/P Self Assessment Use Tax		9000002139	0000000010

Page 1 of 1

13. 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

Type	Document Number	Document Name	Document Date	Status
Invoice	9000000348	Monthly Payment for Nov	11/30/2010	Document Sent
Invoice	9000000339	PO	11/25/2010	Document Sent
Invoice	9000000329	PO	11/18/2010	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	<input type="text" value="9000000329"/>
Status	<input type="text" value="Accepted by Customer"/>
Status (New)	<input type="text" value="Payment Received"/>
Description	<input type="text" value="PO"/>
Document Date	<input type="text" value="11/18/2010"/>
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	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

6. 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	9000000407								
Status	In Process								
Description	PO								
Document Date	01/27/2011								
External Reference	9000001960								
Unplanned Delivery Costs	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™ 9'	10.000	Carton	1,000.00 USD	US: U1 A/P Self Assessment Use Tax	9000001960	
<input type="button" value="Page"/> 1 of 1 <input type="button" value="Next"/>									
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	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.

[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'.

The screenshot shows the SAP Fiori interface for Purchase Order Collaboration. The top navigation bar includes links for Home, Supplier Portal Administration, Delegated User Administration, Purchase Order Collaboration (which is highlighted in blue), and Accounts Receivable. Below the navigation is a blue header bar labeled "Supplier Self Services". On the left, a "Detailed Navigation" sidebar lists "Document Collaboration Cockpit" and "Document Search" (which is also highlighted in blue). Under "Document Search", there are links for "Administration" and "Messages". The main content area is titled "Document Search" and contains several search fields: "Type" (set to "Shipping Notif."), "Timeframe" (set to "All"), "Created After" (empty field), "Status" (set to "All"), "Document Number" (empty field), "Document Name" (empty field), and "Partner Number" (empty field). There is also a checkbox for "Search Only in Archive" and a "Find" button.

- 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.

This screenshot shows the same SAP Fiori interface as above, but with the "Type" dropdown menu open. The menu list includes: Shipping Notif., Invoice or Credit Memo, Purchase Order, SA Releases, Confirmation, Goods Receipt, Goods Receipt Cancellation, and Return Delivery. The "Shipping Notif." option is currently selected.

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

The screenshot shows a 'Document Search' interface. On the left, there are several filter fields: 'Type' (set to 'Shipping Notif.'), 'Timeframe' (with a dropdown menu open showing options like 'All', 'Today', 'Last 7 Days', 'Last Month', and 'Last 12 Months'), 'Created After' (empty), 'Status' (empty), 'Document Number' (empty), and 'Document Name' (empty). The 'Timeframe' dropdown is currently active, with the 'Today' option highlighted.

- 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

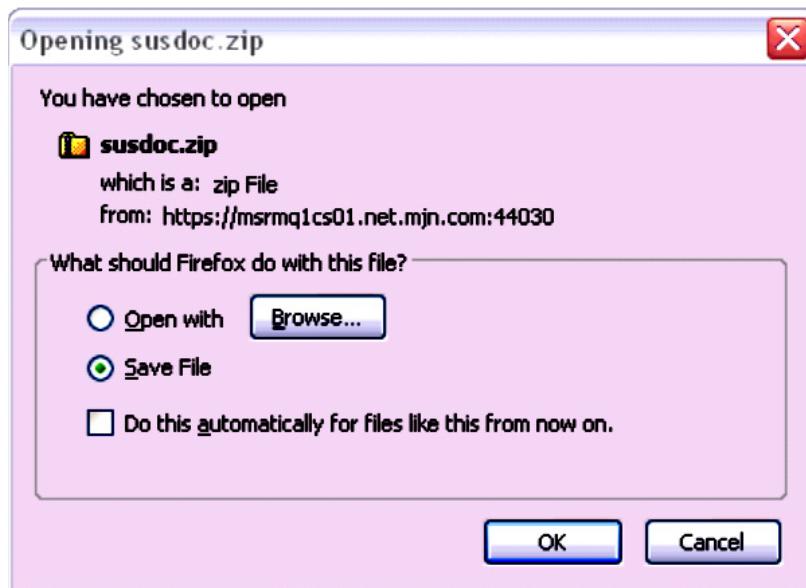
	Document Number	Document Name	Document Date	Status
<input type="checkbox"/>	5000001246	PO	01/27/2011	Partly Confirmed
<input type="checkbox"/>	5000001245	PO	01/21/2011	New
<input type="checkbox"/>	5000001244	PO	01/21/2011	Confirmed
<input type="checkbox"/>	5000001243	PO	01/21/2011	New
<input type="checkbox"/>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

	Document Number	Document N
<input type="checkbox"/>	5000001246	PO
<input type="checkbox"/>	5000001245	PO

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.



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



END-OF-DOCUMENT