



eBuy Supplier Portal Training Webinar

Download this document at: <http://www.mjn.com/supplierlink/>

(Go to → Supplier Portal section)

March 1, 2011

v2.0

Training Agenda

- Portal Setup
- Procure-to-Pay Process
- Invoice & Payment Status
- Technical Troubleshooting
- Additional References
- Q&A Period
- Terms & Descriptions

Portal Setup

- Refer to the “Supplier Request for Portal Access Form”
 - Complete this form if:
 - You have not received your User ID and Password to login
 - You need to setup additional users for your company
 - You need to change who receives email notifications
- Login to the Supplier Portal
 - <http://mjnportal.net.mjn.com:50000/>
 - Add this URL to your Favorites
 - Refer to the “How to Login to the Supplier Portal” user guide
- Refer to the “User Settings and Preferences” guide
 - Use to this document in order to:
 - Verify your company data
 - Update your decimal and calendar format
 - Verify your currency
 - Learn about email notifications

Procure-to-Pay Process

Different PO Types

Supplier responsible for **Blue**; MJN Requester responsible for **Gold**

		TRANSACTION FLOW – PROCESS STEPS				
		Receive & Acknowledge PO (POR)	Confirm Completion of Service	Accept/Reject Service Confirmation	Enter Goods Receipt (GR)	Create Invoice
P U R C H A S E T Y P E	Goods PO (Material)	✓			✓	✓ based on MJN GR (preference) or POR
	Service PO (Planned Service)	✓	✓	✓		✓ based on MJN acceptance of Confirmation
	Value Limit/ Blanket PO (Unplanned Service)	✓	✓	✓		✓ based on MJN acceptance of Confirmation

Requested Follow-On Documents

View in the → **Display Purchase Order** screen

- Use this field to determine the transaction flow for a PO.
 - A Goods PO will list **Goods Receipt** if required for that PO.
 - A Service PO has **Confirmation** listed. Acceptance of your confirmation by MJN is required before you invoice.
 - On a Service PO, **Goods Receipt** is MJN's acceptance of the Confirmation.
-
- **Display Document Flow** lists the completed follow-on documents for that order
 - **Display History** lists any PO changes (original PO is always Version 1)

GOODS PO

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

Display 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	New

Item Overview

SERVICE PO

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

Display Purchase Order

Basic Data

Document Number	5000001112
Document Name	PO
Document Date	12/09/2010
Purchase Order No.	9000002140
Requested Follow-On Documents	Purchase Order Response, Confirmation, Goods Receipt, Invoice
Status	New

Item Overview

Step-by-Step User Guides

- The following user guides are available on the MJN Supplier Resource webpage and provide detailed steps and screen prints for the end-to-end process:
 - “Goods-Materials PO Scenario”
 - “Planned Service PO Scenario”
 - “Value Limit-Blanket PO Scenario”

Key Screen: Receive & Acknowledge PO



IMPORTANT: Value Limit/Blanket PO's will have a **Purchase Order Value** of **0.00** because they accept multiple service confirmations and invoices. You can view the PO value in the print preview or when you print the PO.

Start Page > List of Purchase Orders > Display Purchase Order > Process Purchase Order

Process Purchase Order

Send Hold Cancel Update Prices Display History 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: In Process

Item Overview

Number	Status	Product	Line Type	Description	Order quantity	Purchase Order Value	Confirmed Quantity
10	<input checked="" type="checkbox"/> In Process			#10 MJN SP WIND ENV R709 #10 WINDOW BLAC	100.000 each	6.000,00 USD	<input type="text" value="100.000"/> each

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Confirm All Items Reject All Items Deselect All Items

- **PO Response (Without Change)** – Click on **Confirm All Items**.
- **PO Response (With change – Delivery date only)** – Change the date and click on **Confirm** for the line item(s). The Buyer must agree to the date proposed and issue a PO change which will require your response/acknowledgement before proceeding further. (Does not apply to Value Limit/Blanket POs.)
- **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. Contact the buyer to initiate a partial or full PO cancellation.

Key Screen: Confirm Service Completion

Receive & Acknowledge PO (POR)

Confirm Completion of Service

Accept/Reject Service Confirmation

Enter Goods Receipt (GR)

Create Invoice

Applies to Service PO's only

This step is required before a supplier can invoice.

This example: Service PO (Planned Service)

Start Page > List of Purchase Orders > Display Purchase Order > Process Confirmation

Process Confirmation

Confirm Hold Cancel Update Prices Print Download

Basic Data

Confirmation: 8000000715
*Document Name: Confirmation for Service
Document Date: 12/09/2010
Purchase Order No.: 9000002139
Service Agent Name:
Service Location:
Status: In Process

Confirmation - Change Item Details

Confirmation: 8000000715
Document Name: Confirmation for Service
Update Prices

Basic Data

Item	Description	Quantity
10	Planned Services - Confirmation SUS	1

Price Information

Condition	Price
Net Value	100.00 USD

Item Overview

Number	Status	Product	Product Type	Line Type	Description	Quantity	Unit of Measure	Ordered	Open
1	In Process				Service Item	0			
1.1	In Process		Service	Standard Line	Planned Services - Confirmation SUS	1	each	1 each	1 each

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- 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.
 - The quantity will default at 0. Enter a quantity up to the amount showing as **Open**.
 - A quantity of '1' means that only one invoice can be accepted for this PO. If a different quantity is required, follow the PO change process.
- Second Screen: The **Net Value** of the service is pre-populated from the PO and cannot be changed.
 - The **Update Prices** button will not allow you to change the price.

Key Screen: Confirm Service Completion

Receive & Acknowledge PO (POR)

Confirm Completion of Service

Accept/Reject Service Confirmation

Enter Goods Receipt (GR)

Create Invoice

Applies to Service PO's only

This step is required before a supplier can invoice.

This example: Value Limit/ Blanket PO (Unplanned Service)

(Slide 1 of 2)

Process Confirmation

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

Basic Data

Confirmation: 800000700
Document Name: [Redacted]
Document Date: 11/28/2010
Purchase Order No.: 800000740
Service Agent Name: [Redacted]
Service Location: [Redacted]
Status: Created

Item Overview

Number	Status	Product	Product Type	Line Type	Description	Quantity	Unit of Measure
1	In Process				Test Tina		
1.1					LIMIT		
1.2	In Process	Service		Standard Line	[Redacted]	0.00	Activ. unit

Second Screen

Confirmation: 800000700
Document Name: [Redacted]
Document Date: 11/28/2010
Purchase Order No.: 800000740
Service Agent Name: [Redacted]
Service Location: [Redacted]
Status: In Process

Item Overview

Number	Status	Product	Product Type	Line Type	Description	Quantity	Unit of Measure
1	In Process				Test Tina		
1.1					LIMIT		
1.2	In Process	Service		Standard Line	[Redacted]	0.00	Activ. unit

Note: For any unplanned service you must create a line item in order to enter the detailed description of the service along with the quantity, price and unit of measure.

- Enter the (1) **Document Name** and then click the (2) **Add New Item** icon with green + sign
- Second Screen: A new line item will be displayed for entry. Fill in a detailed 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.

Note: The Quantity confirmed for a Value Limit/Blanket order can be > 1.

Key Screen: Confirm Service Completion

Receive & Acknowledge PO (POR)	Confirm Completion of Service	Accept/Reject Service Confirmation	Enter Goods Receipt (GR)	Create Invoice
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(Slide 2 of 2)

Applies to Service PO's only - This example: Value Limit/ Blanket PO (Unplanned Service)

This step is **required** before a supplier can invoice.

The screenshot shows a software interface for confirming service completion. It features a top navigation bar with buttons for 'Update Prices' (callout 2), 'Back to Item Overview' (callout 3), '< Back One Item', and 'Next Item >'. Below this is a 'Basic Data' section with a table:

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

Below the 'Basic Data' section is a 'Price Information' section with a table:

Condition	Price	Per	Value
Net Value	USD	1	0.00 USD

Callout 1 points to the 'Net Value' field in the Price Information table. Callout 2 points to the 'Update Prices' button. Callout 3 points to the 'Back to Item Overview' button.

- 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 in order to submit.

Key Screen: Confirmation Status

Receive &
Acknowledge
PO (POR)

Confirm
Completion
of Service

Accept/Reject
Service
Confirmation

Enter
Goods
Receipt
(GR)

Create
Invoice

Applies to Service PO's only.

The acceptance or rejection of service confirmation is performed by the MJN Requester.

MJN acceptance of the confirmation is **required** before a supplier can invoice.

Start Page > List of Confirmations

List of Confirmations

Print Download

	Document Number	Document Name	Document Date	Status
<input type="checkbox"/>	8000000700	Test	11/28/2010	Rejected by Customer
<input type="checkbox"/>	8000000698	TEst	11/28/2010	Reported
<input type="checkbox"/>	8000000694	GR	11/24/2010	
<input type="checkbox"/>	8000000692	Test Confirmation	11/23/2010	Completion Reported
<input type="checkbox"/>	8000000690	test	11/23/2010	Completion Reported

List of Confirmations

Create Invoice

	Document Number	Document Name	Document Date	Status
<input type="checkbox"/>	8000000715	Confirmation for Service	12/09/2010	Accepted by Customer

Note: If the total value of a confirmation exceeds the PO limit then the system will automatically reject the confirmation with a **Rejected by Customer** status. The supplier would be required to submit a new confirmation after researching the PO limit or checking with the MJN Requester.

- 1. Rejected by Customer** – Rejected by the MJN Requester.
- 2. Completion Reported** – You submitted the confirmation, however, it is awaiting acceptance by the MJN Requester. (IN THIS SITUATION PLEASE FOLLOW-UP WITH THE MJN REQUESTER FOR COMPLETION).
- 3. In Process** – You started the confirmation but have not submitted it.
- 4. Accepted by Customer** – 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.

Key Screen: Goods Receipt

Receive &
Acknowledge
PO (POR)

Confirm
Completion
of Service

Accept/Reject
Service
Confirmation

Enter
Goods
Receipt
(GR)

Create
Invoice

Applies to Goods PO's only.

Goods receipt entry is performed by the MJN Requester.

Start Page > Create Invoice > Goods Receipt List

Goods Receipt List

Create Invoice

	Document Number	Document Name	Document Date	Status
<input type="checkbox"/>	8030000693	GR	23.11.2010	New
<input type="checkbox"/>	8030000646	GR	12.11.2010	Document Read
<input type="checkbox"/>	8030000621	GR	03.11.2010	New
<input type="checkbox"/>	8030000598	GR	27.10.2010	New
<input type="checkbox"/>	8030000591	GR	26.10.2010	New
<input type="checkbox"/>	8030000586	GR	21.10.2010	New

- You can view the details of a receipt, including the PO number, by clicking on the **Document Number**.
- **Suppliers should submit their invoice based on the goods receipt**, if a GR is required for the PO. Alternatively, suppliers can 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.

Key Screen: Create Invoice

Receive &
Acknowledge
PO (POR)

Confirm
Completion
of Service

Accept/Reject
Service
Confirmation

Enter
Goods
Receipt
(GR)

Create
Invoice

NOTE: Credit Memos can be entered on the portal off a prior invoice.

IMPORTANT: Enter your company's internal invoice number in the **Invoice** field (you can overwrite the defaulted number). Entering a recognizable value in this field will help you to apply the corresponding payment. It will be carried forward as the **Reference Number** in **A/R Manager**.

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	Duracel Copper Top&#amp;#482; 9		7,000	Carton	700.00 USD	US: U1 A/P Self Assessment Use Tax	9000001964	10

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Partner Information

Invoice - Change Item Details

Invoice: 900000394

Description: PO

Update Prices

Basic Data

Item	Product	Revision Level	Description	Quantity	Unit of Measure	Net
10			Duracel Copper Top&#amp;#482; 9	7,000	Carton	707.00

Price Information

Condition	Price
Net Value	100.00 USD

Partner Information

Partner	Number	Name	Street	Hour
Sold-to Party	500000003	Mead Johnson Nutrition US	2400 West Lloyd Expressway	
Ship-To Address	500000003	MJN MFG, Zealand, US	100 North Fairview Street	

Second Screen

- **Partial Invoices:** You may update the invoice quantity for a goods PO. Invoices on service orders should match the confirmation.
- **Price:** (Second Screen) You can only change to a lower amount. Any increase will generate a hard stop warning message and prevent you from submitting the invoice.
- **Tax Processing:** You may select the appropriate tax code based on whether or not tax is billed on the invoice, and enter a tax amount if required.
- **Unplanned Delivery Costs:** Enter into **Unplanned Delivery Costs** field.

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

Exception Handling

Supplier responsible for **Blue**; MJN Requester responsible for **Gold**

		Exception Type	Action Required
T R A N S A C T I O N F L O W	Receive & Acknowledge PO (POR)	Supplier disagrees with PO content	<p>a) Delivery date change only: Make update on portal and submit back to MJN Buyer. This initiates the change order process by the buyer.</p> <p>b) All other changes: No action on portal. Initiate <u>change order</u> by contacting the buyer.</p> <p>c) Do <u>not</u> reject line items or Reject All Items. Instead, contact the buyer for cancellation.</p>
	Confirm Completion of Service (Service PO only)	Supplier sees incorrect quantity or price when entering the confirmation	Initiate change order process by contacting the buyer. After you receive a change order, complete the PO response/acknowledgement and then complete the confirmation.
	Accept/Reject Service Confirmation (Service PO only)	Supplier sees one of these two statuses: a) Rejected by Customer b) Completion Reported	<p>a) Your confirmation has been rejected by MJN. Investigate if the confirmation exceeded the PO limit; contact MJN requester if needed; resubmit the confirmation. Initiate a change order if required, followed by a new POR and confirmation.</p> <p>b) Your confirmation is awaiting MJN action: Contact the MJN Requester for their acceptance of the confirmation in order to invoice.</p>

Exception Handling (cont.)

Supplier responsible for **Blue**; MJN Requester responsible for **Gold**

		Exception Type	Action Required
T R A N S A C T I O N F L O W	Enter Goods Receipt (GR) (Goods PO only)	Supplier is awaiting MJN's goods receipt entry in order to invoice.	Supplier contacts MJN Requester to request the GR. Note: Supplier can 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 goods receipt.
	Create Invoice	Invoice price or quantity \neq the POR, GR or approved service confirmation	Price: You can only charge a lower amount. Any increase will generate a hard stop warning message and prevent you from submitting the invoice. Quantity: Entering a larger quantity will cause the invoice to block and could result in delay of payment. <ul style="list-style-type: none"> • Goods PO: You may enter a lower quantity for partial shipment. • Service PO: Invoice should match the confirmation. Recommended Action: In order to prevent blocked invoices, initiate the change order process by contacting the buyer. After you receive a change order, complete the PO response/acknowledgement. For service orders, complete the confirmation for MJN acceptance and then submit the invoice.

Invoice & Payment Status

- The **Accounts Receivable Manager** tab displays information for all invoices and credit memos (portal and non-portal).
- It can be used to check on the status of invoice and payment. Please refer to the “Accounts Receivable Status” user guide for detailed steps and screen prints.
- The screen shown below is from **Account Overview** → Search by Date. You can also search by PO number.

Search Account Overview Search Account Overview by PO

Display postings in my account for

Vendor: VWR SCIENTIFIC (0040000002)

Company: MJN, LLC US (0111)

Date Range: Selected date range... From: 2/13/2010 to: 2/13/2011

Go

Account postings

Details

Supplier's internal invoice #

Only invoices that correspond to a Portal purchase order will display the PO information in the lower left-hand box. These invoices can be identified as having a 'Document Type' beginning with 'Z'.

Reference Number	Invoice Number	Due Date	Amount	Currency	Document Type	Posting Date	Text	Payment Difference	Method of Payment	Clearing Doc. Number	Clearing Date	Payment Blocking
9000000301	5105601413	10/20/2010	1,000	USD	Z4- SUS Inv/Cr. Memo	10/20/2010				2000001172	11/3/2010	Free for payment
9000000306	5105601422	10/29/2010	2,201	USD	Z4- SUS Inv/Cr. Memo	10/29/2010				2000001172	11/3/2010	Free for payment
PO2-APINVESTING	5105601424	10/1/2010	2,704	USD	Invoice - Gross	10/27/2010				2000001172	11/3/2010	Free for payment
PO3-APINVESTING	5105601425	10/1/2010	200	USD	Invoice - Gross	10/27/2010				2000001172	11/3/2010	Free for payment
TESTINGRTV10	1700000164	11/6/2010	20	USD	Vendor Document	11/6/2010				1700000164	11/6/2010	Free for payment

Row 237 of 252

Posted by: DDIC

Order items of invoice 5105601422

Order Number	Order Item	Quantity	Unit	Text
8000000714	00010	1	LE	

Please note that the information displayed above is test data

Invoice & Payment Status

Key information in **Accounts Receivable Manager**:

- **Reference Number** – invoice number entered by a supplier.
- **Due Date** – approximate date for payment from MJN.
- **Amount** – gross amount of invoice to be paid.
- **Posting Date** – date the invoice was posted by MJN A/P.
- **Clearing Document Number** – is transmitted as part of the payment. When the bank has made payment to the supplier, this number can be used to apply the payment to the appropriate invoices and purchase orders.
- **Clearing Date** – payment date.
- **Payment Blocking**
 - Free For Payment: indicates that the invoice will be paid according to payment terms.
 - Invoice Verification: indicates that the invoice is blocked due to a quantity and/or price variance and requires action from the MJN Requester and/or Buyer to be able to resolve the block.
- **Purchase Order Number** – the PO from MJN that the invoice is associated with.

Technical Troubleshooting

- Refer to the “Technical Troubleshooting” user guide
 - Use to this document if you receive a system error such as:
 - Content is blocked
 - Invalid security certificate
 - Page cannot be displayed
 - Internal server error
 - Access denied
 - Cannot connect to port
 - Inability to download and save a purchase order
 - Please contact your company’s IT Support team if needed

Additional References

- MJN Supplier Resource webpage
 - Website where training materials and other key information are located
 - <http://www.mjn.com/supplierlink/>
- Customer Assistance Center (CAC)

<u>Procurement</u>	<u>Accounts Payable</u>
1-888-339-9491	1-888-339-9491
mjnscmna@mjn.com	accounts.payable.na@mjn.com
- Direct Suppliers
 - For Supplier Portal “how to” questions, contact your MJN Category Manager or Buyer
- Frequency Asked Questions (coming soon!)
- Purchase Order Standard Terms and Conditions
 - <http://www.mjn.com/supplierlink/>
 - Scroll to the section called “Reference”

Open for Supplier Q&A

Terms & Descriptions

Term	Description
A/P	Accounts Payable
Blocked Invoice Notification	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 updating the price on the PO, the block would be lifted from the invoice.
GR	Goods Receipt
MJN	Mead Johnson Nutrition
MJN Buyer	The person who has created the Purchase Order based on approved Requisitions created.
MJN Requester	The business or contact person in MJN who has requested or created the shopping cart for the goods/services in the MJN e-Buy system.
Negative Confirmation Email	Notification to MJN Requester for PO items that do not require the MJN Requester to perform a GR. Invoice would be paid as per payment terms, if the MJN Requester does not respond to the email and instruct MJN A/P to stop payment (for eg., if the goods were not yet received, etc.)
PO	Purchase Order
POR	Purchase Order Response / Acknowledgement
PO Type: Goods/Material	PO that has been created for Goods type of items
PO Type: Service PO / Planned Service	PO that has been created as a Service type of item
PO Type: Value Limit / Blanket (Unplanned Service)	PO item setup with a 'Value' limit
SC	Shopping Cart