

MJN Customer Assistance Center Directory

Direct Suppliers:

For Supplier Portal “how to” questions, contact your MJN Category Manager or Buyer.

Indirect Suppliers:

North America – mjnscmna@mjn.com

- US, Canada, Puerto Rico: 1-888-339-9491

Latin America – mjnscmla@mjn.com

- Argentina: 0800-222-0611
- Brazil: 0800-892-3003
- Colombia: 01800-954-7505
- Dominican Republic: 1800-751-3460
- Ecuador: 1800-102-045
- Mexico: 001-877-606-10-43
- Peru: 0800-54-664
- Venezuela: 0800-100-5645

Europe – mjnscmeu@mjn.com

- Belgium: 888-339-9491
- Netherlands: 0800-023-0966
- France: 0800-90-5801
- Spain: 900-995-477
- Portugal: 800-854-007
- Poland: 00-800-111-1918
- Great Britain: 0808-234-9755
- Italy: 800-789745
- Sweden: 020-79-6020
- Denmark: 80-887423
- Norway: 800-10463
- Ireland: 1-800-55-138

Asia – mjnscmap@mjn.com

- Philippines: 1-800-11110596
- Australia: 1-800-919-498
- China: 4001726982
- Hong Kong: 1-800-905-528
- India: 000-800-100-1431
- Indonesia: 001-803-60-1929
- Malaysia: 1-800-81-5523
- Singapore: 800-110-1824
- Taiwan: 00801601355
- Thailand: 1-800-060-110
- Vietnam: 120-60111



MEAD JOHNSON NUTRITION SUPPLIER PORTAL

August 17, 2014 – Version 2

*Preparing To
Process a Purchase
Order*

Document Overview

This document highlights the steps you will need to take in order to locate a New Purchase Order, Confirmed Purchase Order or All Purchase Orders. In addition, you will find directions on how to print a Purchase Order.

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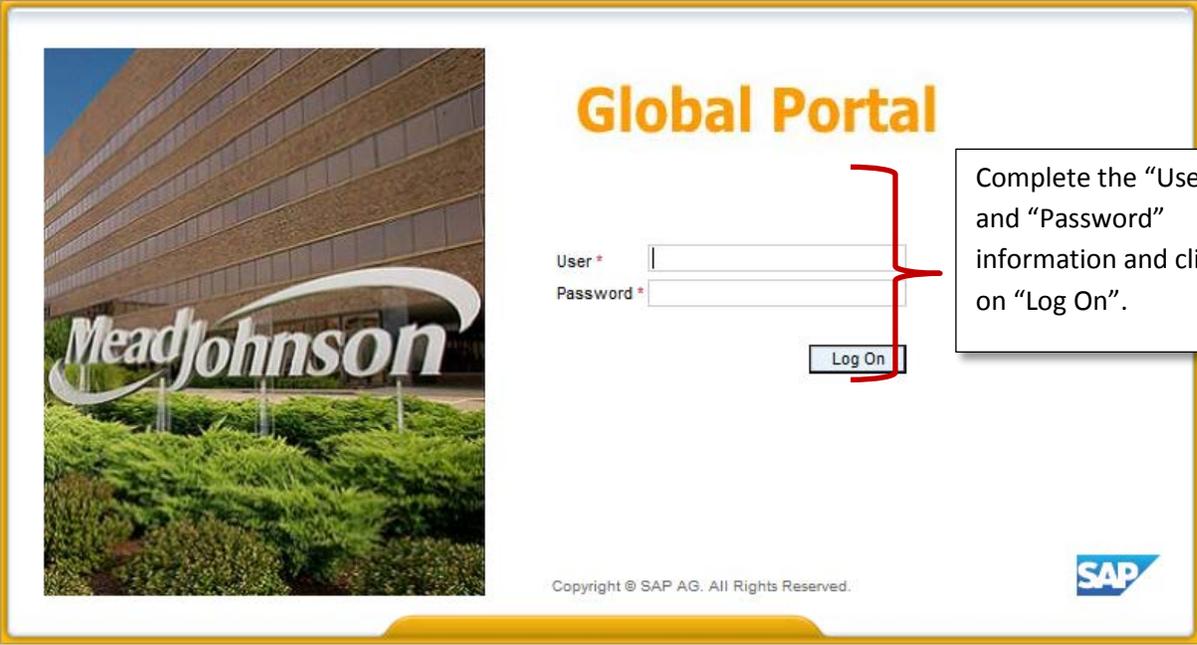
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Supplier Portal Password Rules

1. Passwords must have the following characteristics:
 - a. It must be at least 6 characters long.
 - b. It must contain at least one number (0-9)
 - c. It cannot start or end with a number (0-9)
 - d. It must be different from your last 12 passwords.

Supplier Portal Login Process

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: <https://ep.mjnportal.mjn.com/irj/portal/>
2. Please add this URL to your Favorites.
3. Start the procedure from the following screen.

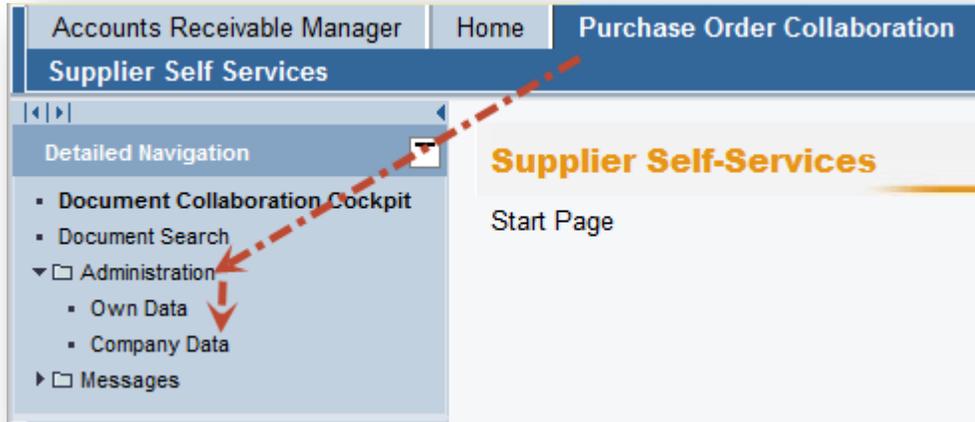


The screenshot shows the Mead Johnson Global Portal login interface. On the left is a photograph of a Mead Johnson building with a large sign. The main content area has the title 'Global Portal' in orange. Below the title are two input fields: 'User *' and 'Password *'. A 'Log On' button is positioned below the password field. A red bracket groups the input fields and the button. A callout box with a white background and black border contains the text: 'Complete the "User" and "Password" information and click on "Log On".' At the bottom of the page, there is a copyright notice: 'Copyright © SAP AG. All Rights Reserved.' and the SAP logo.

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Verify Your “Company Data”

1. Click on the Purchase Order Collaboration tab >Administration link >Company Data link.



2. The Company Data section contains important information about your company that is stored in the MJN supplier master. Edits to this section will not update MJN’s supplier master; therefore, if you require any updates, please contact the Customer Assistance Center (CAC) at 1-888-339-9491 or complete the Global Supplier Master Change Request Form found on the MJN Supplier Resource site.
3. Review the information in “Company Details” –items with red asterisk (*) are required.
 - a. Ensure that the following are correct:
 - “Name of Company”
 - “Language”
 - “Vendor Currency” – It is important that you confirm the “Vendor Currency” setting in order to receive purchase orders and payments in the correct currency and amounts.

A screenshot of the 'Company Details' form in the Supplier Self Services application. The form is titled 'Company Data' and has a 'Change' button. The 'Company Details' section includes a 'Replication Status' checkbox labeled 'Data is synchronous' which is checked. Below this are several fields: 'Name of Company*' (with a red asterisk), 'D-U-N-S Number', 'Language*' (set to 'English'), and 'Vendor Currency*' (set to 'Canadian Dollar'). There is also an 'Other Name' field.

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4. Review the information in “Address Data” –items with red asterisk (*) are required.
 - a. Ensure that the following are correct.
 - “Location”
 - “Postal Code” (US and PR vendors needzip+4)
 - “Country”

If you require an update, please complete the [Global Supplier Master Change Request Form](#) found on the [MJN Supplier Resource](#) site. You will need to include supporting documentation.

The screenshot shows a form titled "Address Data" with the following fields and values:

- c/o: [Empty]
- Location*: MISSISSAUGA
- Postal Code*: L4V 1B5
- Country*: Canada
- P.O. Box: [Empty]
- PO Box Country: Canada
- PO Box Without Number:
- Street Prefix: [Empty]
- Street: [Redacted]
- Street Suffix: [Empty]
- House Number: [Empty]
- Floor: [Empty]
- Jurisdict. Code: [Empty]
- District: [Empty]
- Company Postal Code: [Empty]
- Region: Ontario
- PO Box Postal Code: [Empty]
- PO Box Location: [Empty]
- Building: [Empty]
- Room Number: [Empty]

5. Review the information in “Contact Data”- items with asterisk (*) are required.

The screenshot shows a form titled "Contact Data" with the following sections and data:

Telephone Numbers			
Standard Number*	Telephone No.*	Extension	Country*
[Empty]	[Redacted]	[Empty]	Canada

Fax Numbers			
Standard Number*	Fax Number*	Extension	Country*
[Empty]	[Redacted]	[Empty]	Canada

E-Mail Addresses	
Standard Address*	E-Mail Address*
[Empty]	[Redacted]

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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 complete the [Global Supplier Master Change Request Form](#) found on the [MJN Supplier Resource](#) site. You will need to include supporting documentation.

6. Review the “Tax Type*” and “Tax Number*” to ensure that all tax information for your company has been included.

Tax Numbers	
Tax Type*	Tax Number*
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	

New Lines Delete Line

If you require an update, please complete the [Global Supplier Master Change Request Form](#) found on the [MJN Supplier Resource](#) site. You will need to include supporting documentation.

7. Verify the “Additional Data”. The “Notification of Incoming Documents per E-Mail” listed in this section indicates how often email notifications are sent. If you require an update, please contact the CAC at 1-888-339-9491.
 - a. E-mail choices are as follows:
 - No E-Mail Notification
 - E-Mail Notification For New Orders
 - Email Notification for New and Changed Orders
 - E-Mail notification for All Document

Additional Data

Copy SUS Document Number - Vendor's Document Number

Notification of Incoming Documents per E-Mail: E-Mail Notification for All Documents

Tax on Sales/Purchases Code:

Verify Your “Own Data”

1. 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.
2. Click on the Purchase Order Collaboration tab > Administration link > Own Data link. To update a field within the Own Data section, click the “Process” button



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3. The following fields in the “General User Information” section can be updated.

- FormofAddr
- First Name
- Last Name
- Email Address
- Country
- Language

Process

General User Information

User Name:* T00300003854

Password:*

Confirm Password:*

FormOfAddr:* Ms.

First Name:* Tester

Last Name:* Cenveo

E-Mail Address:* SUSsystemtests@gmail.com

Country:* USA

Language: English

Company: [REDACTED] 001183

Roles: Cenveo McLaren Morris & Todd Company5000001183

4. Do not change your “Role”, as this may affect your ability to access the system.

- a. If you are updating the “Settings”, be sure to place a check in the box for “Save UI Settings”.

Role	Description
C:ALLSYSSUSMJ_GL_END_USR_DISP	Common Role for All Users
C:PTPPURSUSMJ_GL_SUP_COLBTR	Supplier Collaborator

Contact Information

Telephone: [REDACTED]

Fax: [REDACTED]

Number: [REDACTED]

Department: [REDACTED]

Settings

Date Format: MM/DD/YYYY

Decimal Format: 12,345,687.90

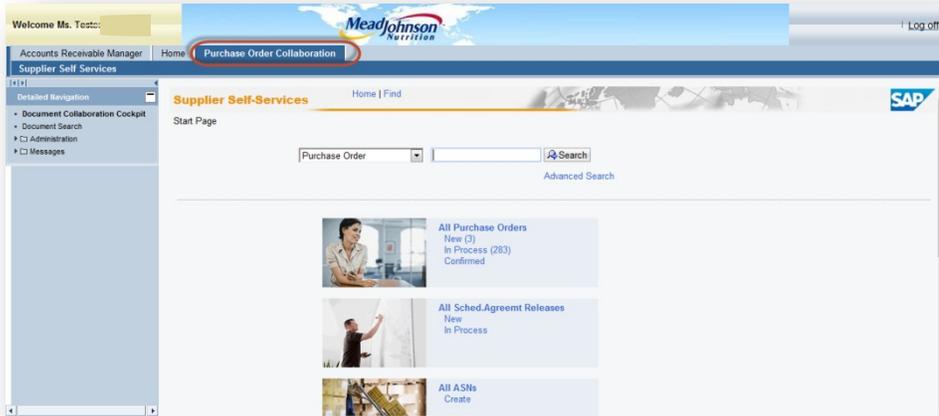
Time Zone: UTC+0

Save UI Settings

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Detecting Technical Issues

1. After receiving your login credentials and accessing the MJN supplier portal for the first time, you should be able to see all content on each tab.



2. However, if you log in to the MJN Supplier Portal and see screen below, it may be possible that you are encountering a technical error.



3. Other technical errors that you may encounter include the following:
 - Page cannot be displayed
 - Internal server error
 - Access denied
 - Cannot connect to port
 - Inability to download and save a purchase order

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4. Allow Pop-Ups for the MJN Supplier Portal.
 - a. Users can perform this check on their Desktop/Laptop.
 - b. Since there are some messages and dialog boxes within the MJN Supplier Portal (such as the Log off dialog box as an example), the settings on the browser should allow Pop-up messages for this site.

5. Accept Security Warning Pop-up Messages
 - a. Users can perform this check on their Desktop/Laptop
 - b. Depending on the browser being used; if there are any pop-up messages, please click on yes to proceed.

6. Corporate Firewall/Network Settings
 - a. While selecting your Internet Browser Settings and allowing Pop-up messages, you may experience issues accessing the Supplier Portal or certain functionality within the Portal due to your Firewall Settings within your corporate network. In this case you will need to work with the Technical Support within your company to troubleshoot and resolve the issue. Steps are listed below to assist in this process.
 1. **Step 1**
 - a. Configure a statement in firewall:
Permit TCP host **192.168.18.18 host 74.119.120.83 eq 50000**
(74.119.120.83 being mexp1as03.net.mjn.com)
 - b. This then would allow the user to login and access menus in the left and top panel but not the center menu.

 2. **Step 2**
 - a. Change browsers from Internet Explorer to Firefox.
 - b. Ping **msrmp1as02.net.mjn.com** to get a response from **74.119.120.87**.

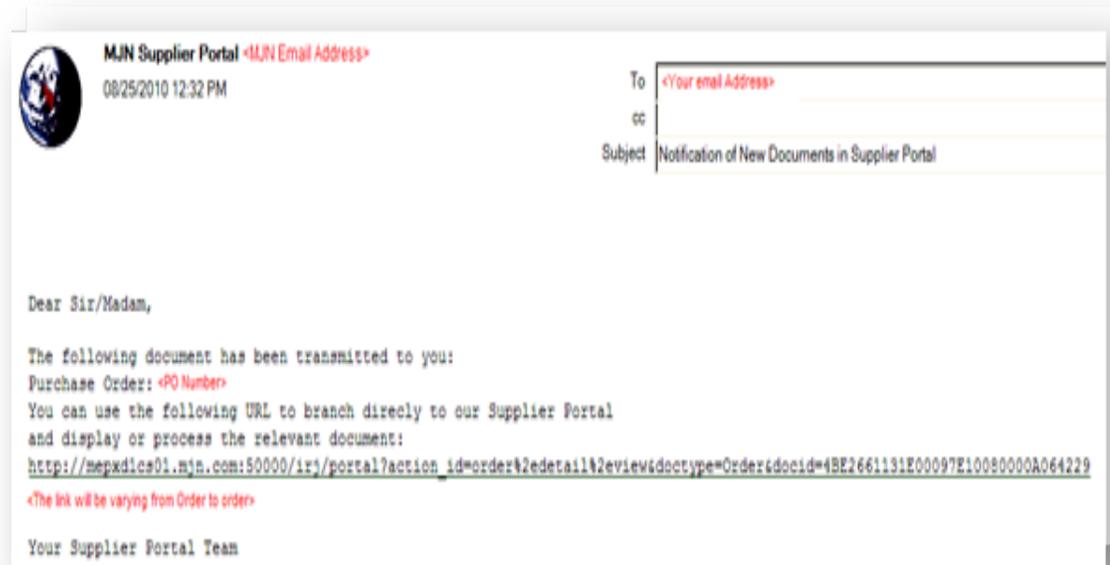
 3. **Step 3**
 - a. Try to add:
Permit TCP host **192.168.18.18 host 74.119.120.87 eq 80**
 - b. If this statement is unsuccessful take out and add:
Permit IP host **192.168.18.18 host 74.119.120.87**

7. In certain cases, your company's internal security network rules may also prevent you from effectively accessing the Mead Johnson Supplier Portal. If you continue to have technical problems regarding this issue, please contact your company's Technical Support team.

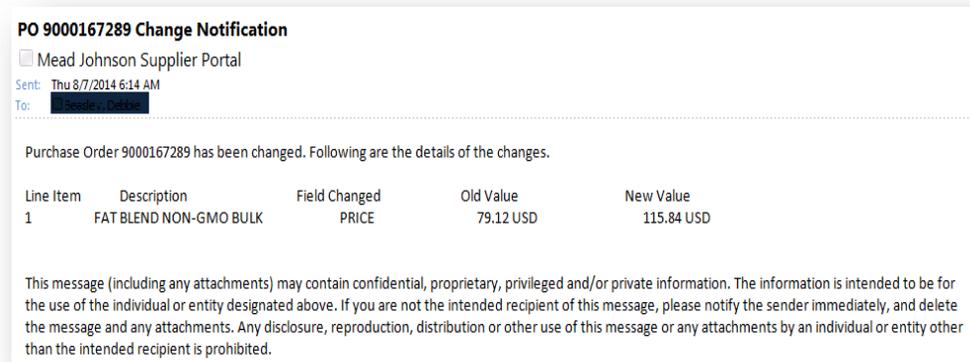
- If you require Portal assistance, please contact the CAC at 1-888-339-9491.

Order Notification

- 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 a “New” PO email notification.



- If there has been a change to a PO, you will also get an email. Below is an example of a “Change Notification”.



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Supplier Portal Login Process

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:

<https://ep.mjnportal.mjn.com/iri/portal/>

Note: Please add this URL to your Favorites.

2. Start the procedure from the following screen.

Global Portal

User *

Password *

Type your "User" name and "Password" into the appropriate fields.

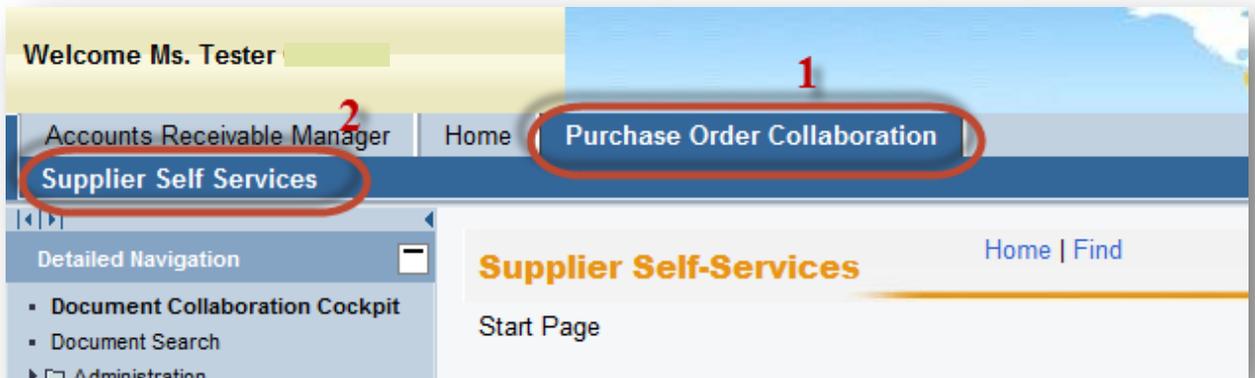
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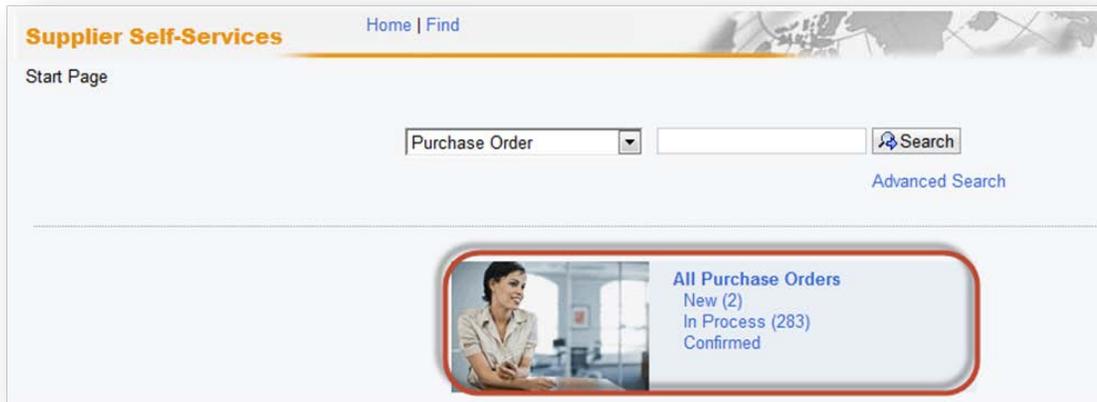
Finding Purchase Orders

Search By Type

1. Click on the “Purchase Order Collaboration tab.”
2. Click on “Supplier Self Services”.



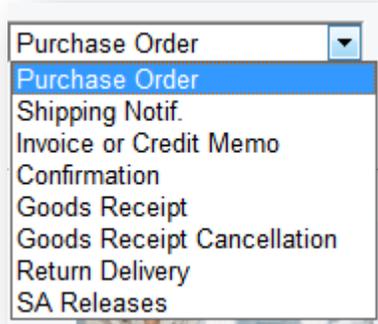
3. Select the “All Purchase Orders” and select “New” to view a new order (you can select the other options to view POs “In Process” and “Confirmed”).



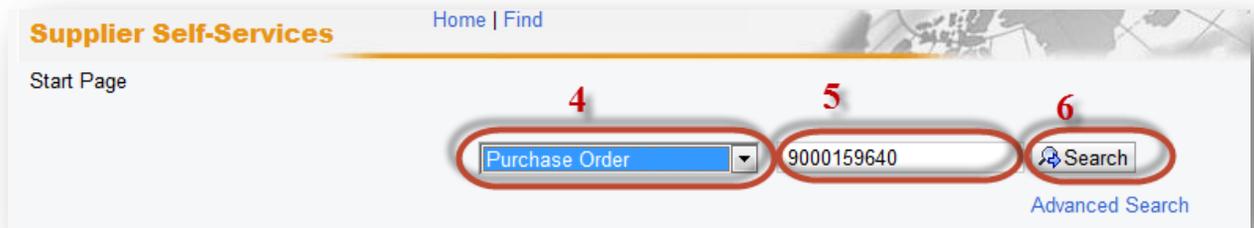
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Search By Number

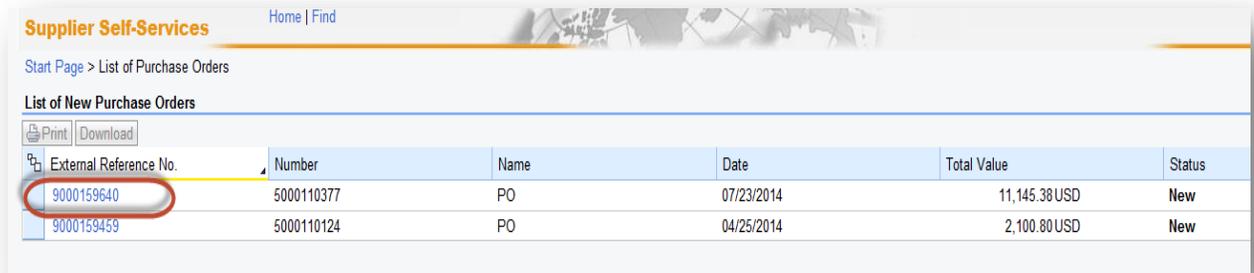
1. Select the type of document you are searching for (for this demonstration, we are using a Purchase Order).



2. Enter the PO number – if it is a new PO you will find this on the email.
3. Click on search.



4. A new window will open and you can now click on the PO.



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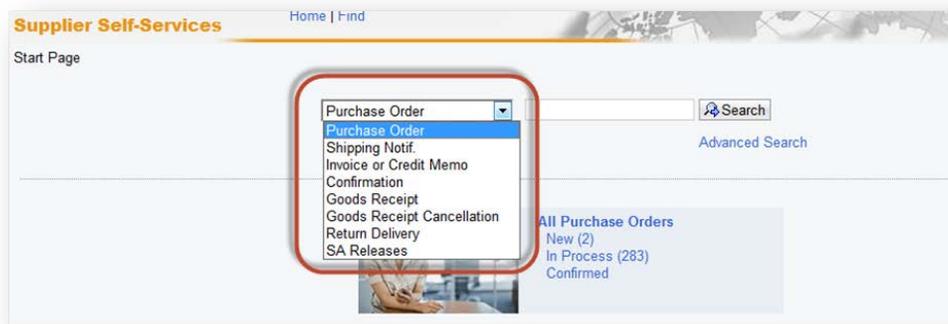
Advanced Search and Document Downloads

1. 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.
2. Login to the Portal with your User ID and Password.

Click “Purchase Order Collaboration” and then “Supplier Self Services”.

3. Select the type of document you will be searching from the drop-down box.

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.



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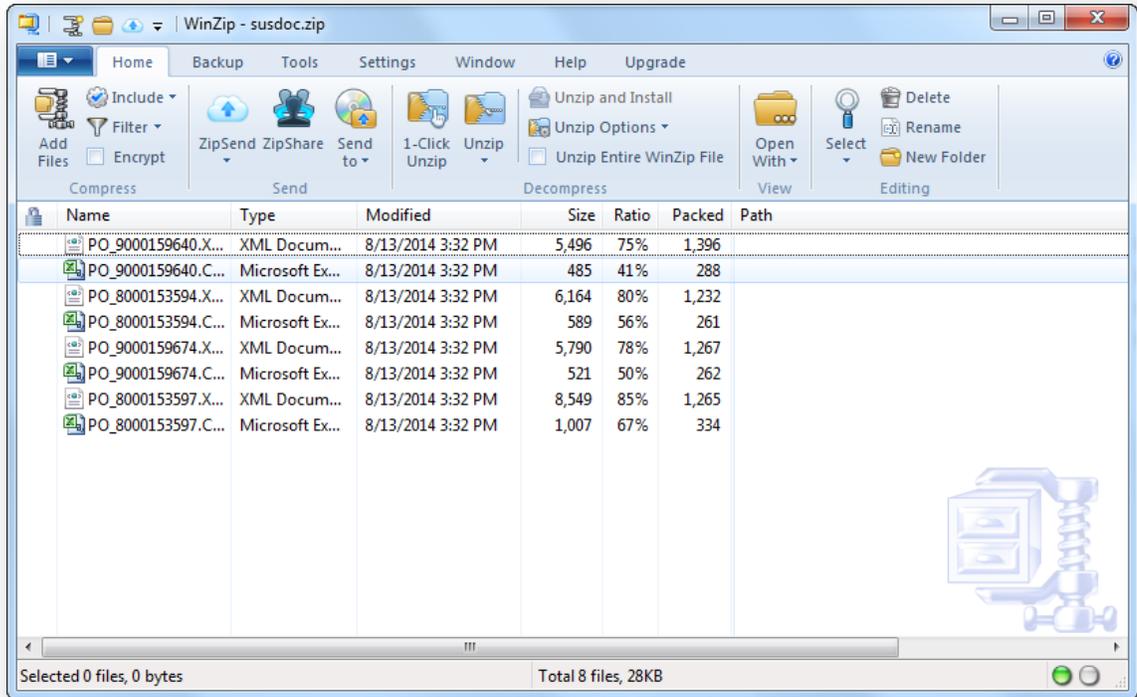
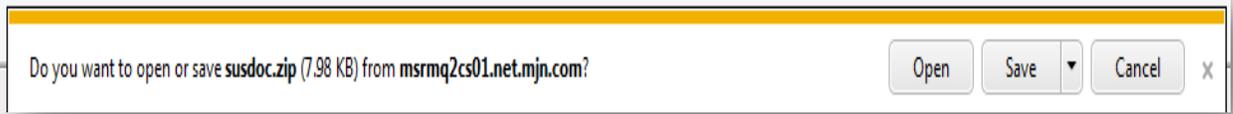
4. A new window will open, complete the information requested for the type of search of you are requesting and click on the “Find” icon. Use the drop-down boxes to make your selection such as with “Timeframe”, “Status”, “Created After” or by a particular document number or name.

5. A list will open of the documents that fit the criteria you selected.
6. The list can be downloaded:
 - a. Individually by placing a check in the box next to the name.
 - b. As a group by selecting the “Document Selection” icon and choose “Select All” in the list to highlight the rows to be selected.
 - c. Click on the “Download” icon to download the document data.

External Reference No.	Number	Name	Date	Total Value	Status
9000159674	5000110393	PO	08/01/2014	0.00USD	Confirmed
8000153597	5000110386	PO	08/01/2014	7,836.60USD	Confirmed
8000153594	5000110383	PO	07/25/2014	200.00USD	Confirmed
9000159640	5000110377	PO	07/23/2014	11,145.38USD	New

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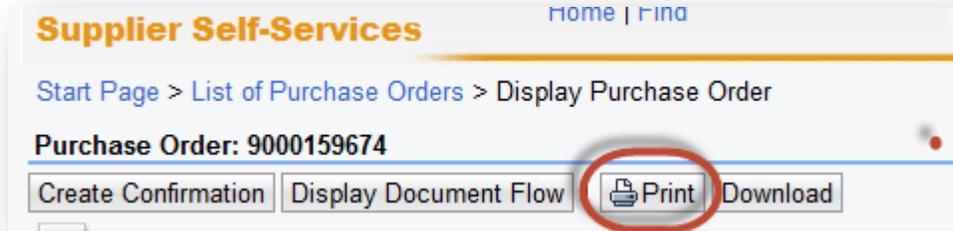
- The file will download as a zip file which contains a “.csv” and an “.xml” file for each of the documents selected. You will have the open to “Open” or “Save”.



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Printing a Purchase Order

1. Click "Print" in the "Display Purchase Order" screen.



2. Another window will open at the bottom of the screen asking if you want to "Open or Save". 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's settings. If this occurs, contact your company's Technical Support if required.

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



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The Three Types of Purchase Order Scenarios

Below is a brief description of the three different types of POs you may encounter. For an indepth look at how to process these types of orders, please see the individual training sections.

Goods/Material Scenario

A Goods purchase order is one that has been created for the procurement of Goods/Materials. The purchase order contains the material/part, description, price and unit of measure in the PO item.

Value Limit / Blanket PO Scenario

A Value Limit 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.

Planned Services Scenario

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



MEAD JOHNSON NUTRITION SUPPLIER PORTAL

August 17, 2014 – Version 3

*Processing A
Goods/Material
Purchase Order*

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Goods and Materials PO Scenario Description and Transaction Flow

A “Goods” purchase order is one that has been created for the procurement of Goods/Materials. The purchase order contains the description, price and unit of measure in the PO item.

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

The 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

Steps	Transaction	Responsible	Brief Description
1	Create Shopping Cart	MJN Requester	MJN Requester creates a shopping cart. The shopping cart is created using “Material” as the type.
2	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.
3	Receive PO & Perform PO Response/Acknowledgement	Supplier	The supplier contact who is setup in the Supplier Portal receives an email for the new/changed PO. The supplier logs into the Portal to view, print and perform a purchase order response (a.k.a., acknowledge receipt of the PO). Note: PO Response is a required action. Failure to perform a timely and accurate PO Response will result in continued follow- up by the MJN Procurement team and also prevent any subsequent transactions such as goods receipt and invoicing.
4	Create Invoice/Credit Memo	Supplier	The supplier creates the invoice once the actual goods or materials have been delivered to the MJN Requester.
5	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”

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Glossary of Terms and Abbreviations used in this document:

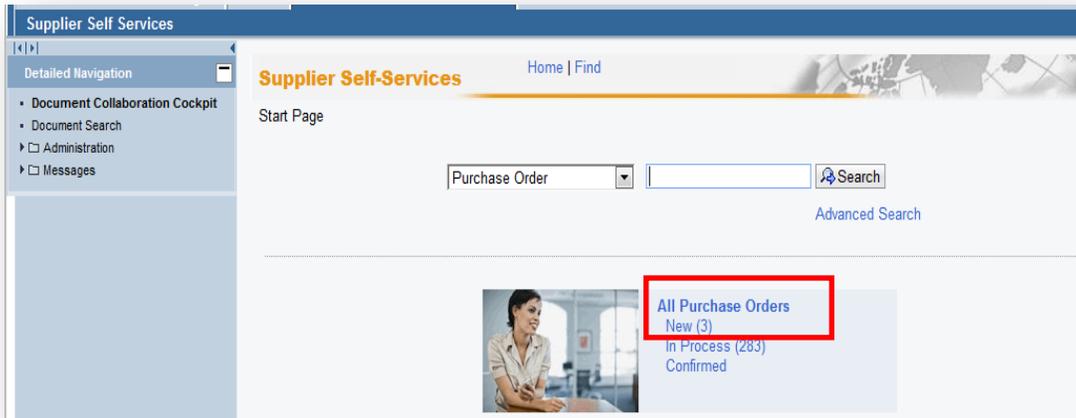
Term	Description
Goods/Material PO	Goods/Material POs refer to purchase orders that have been created for "Material" type of items.
SC	Shopping Cart
PO	Purchase Order
MJN	Mead Johnson Nutrition
MJN Requester	The business or contact MJN who has requested or created the shopping cart for the goods/services in the MJN e- Buy 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 or access requests please refer to the "Supplier Request for Portal Access Form" which is located on the MJN Supplier Resource page at <http://www.mjn.com/supplierlink/>.
2. Supplier is able to login to the Portal and is able to view all web pages. For any technical issues related to internet browser settings, pop-ups, firewall/network settings or security network rules which prevent you from being able to properly view the Portal web pages, refer to the "Technical Troubleshooting" document. If required, contact your company's Technical Support team to ensure that all web pages in the Supplier Portal are functioning properly.

Selecting The Purchase Order

1. Login to the Portal using your User ID and Password.
2. Click “Purchase Order Collaboration” and then “Supplier Self Services”.
3. Click on “All Purchase Orders” or do a PO Search.



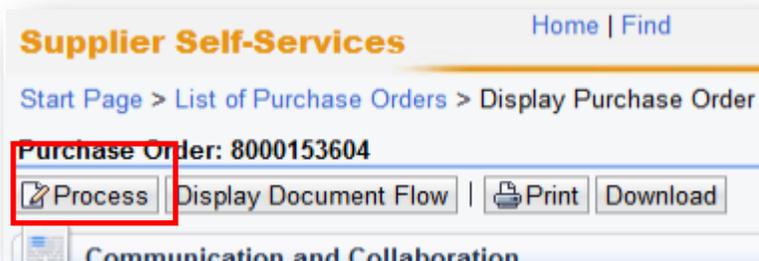
4. The “List of Purchase Orders” is displayed. Click on the “External Reference No.” to view the details of a PO.

External Reference No.	Number	Name	Date	Total Value	Status
9000159674	5000110393	PO	08/01/2014	0.00USD	New
9000159640	5000110377	PO	07/23/2014	11,145.38USD	New
9000159459	5000110124	PO	04/25/2014	2,100.80USD	New

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Perform Purchase Order Response (Acknowledgement)

1. Select the PO you want to acknowledge (confirm).
2. Click "Process".



3. A new window will open. Review the purchase order details such as item description, delivery date, price, quantity and unit of measure.



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

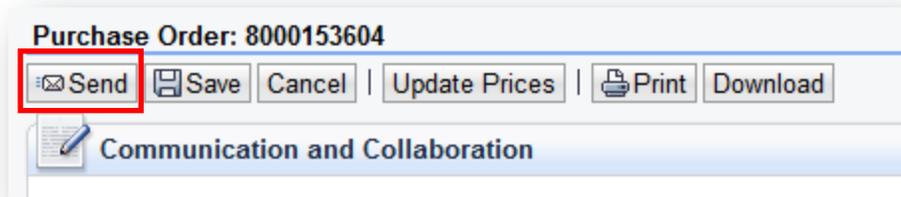
4. If acknowledging a PO without change, click "Confirm All Items".

The screenshot shows a window with three buttons: 'Confirm All Items' (highlighted with a red box), 'Reject All Items', and 'Reset All Items'. Below the buttons is a table with the following data:

Number			Short Text	Product	PO Quan...	Purchase...	Required on	Confirmed Quantity	Unit of...	Confirmed For	S.	
10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	UAT materia		10 each	500.00 USD	08/20/2014	10	each	08/20/2014	I..	
									Net Value (Unconfirmed Items)	500.00 USD		
									Net Value (Confirmed Items)	0.00 USD		
									Net Value (Total of all Items)	500.00 USD		

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5. Go back to the top of the screen and click the "Send" icon.



6. A message will display if your acknowledgement was successful.



Additional Notes related to PO Response/Acknowledgement

You may encounter warning messages when processing a Purchase Order response/acknowledgement.

- a. Messages displayed with a yellow triangle are soft warning messages and the system will not prevent you from submitting the PO response.
- b. Messages displayed with a red icon are a hard stop and will prevent you from submitting the PO response/acknowledgement.

Create Invoice

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

Invoice Based on PO Response/Acknowledgement

1. Login to the Portal with your User ID and Password.
2. Click “Purchase Order Collaboration” and then “Supplier Self Services”.
3. Enter PO number in search field.

Supplier Self-Services Home | Find

Start Page

Purchase Order [v] Type PO Number Here Search

Advanced Search

4. Click on “Search”.
5. Click on the “External Reference No.” (PO number) to open the confirmed purchase order for invoicing.

IMPORTANT: Please ensure that the “Status” of the document number is “Confirmed” in order to prevent processing errors which may delay payment

List of Purchase Orders

Print Download

External Reference No.	Number	Name	Date	Total Value	Status
8000153604	5000110404	PO	08/11/2014	500.00 USD	Confirmed

6. Click “Create Invoice”.

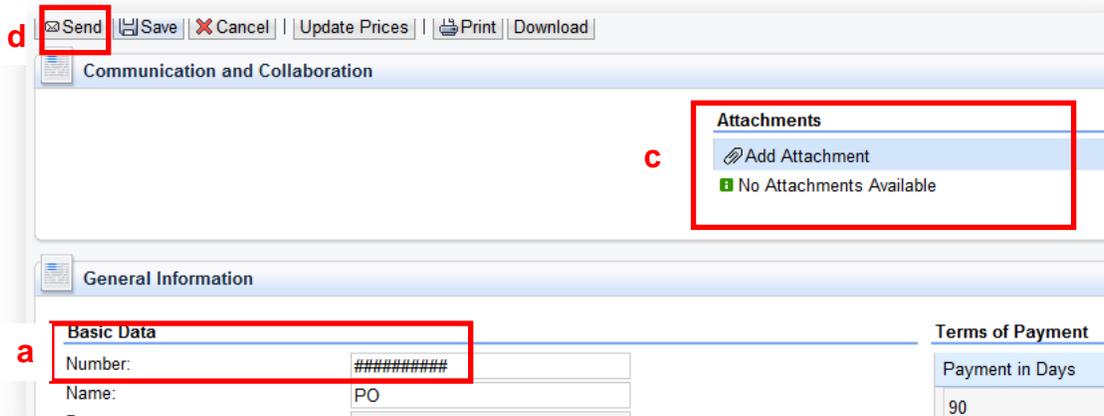
Supplier Self-Services Home | Find

Start Page > List of Purchase Orders > Display Purchase Order

Purchase Order: 8000153604

Create Invoice Display History Display Document Flow | Print Download

7. The system will default the values from the PO response/acknowledgement.
 - a. You will need to insert your Invoice number.
 - b. Verify the quantity to invoice. If a PO has not been completely delivered, update the quantity for what has been delivered.
 - c. Attach a copy of your invoice by clicking on the “Add Attachment”.
 - d. 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 canceled.

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



Invoice Status Values – Brief Descriptions

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

Rejected By Customer: This status is set automatically when an invoice is rejected by Accounts Payable.

Note: *In the case where an invoice must be resubmitted please contact Accounts Payable to reject the original invoice. This will change the status of the invoice to “Rejected By Customer” and allow for resubmission.*

Create Credit Memo

Certain situations warrant the need to create a credit memo for an invoice. Suppliers can create a credit memo against the original invoice in its entirety if payment is pending. Contact Accounts Payable if the invoice has been paid and a credit memo is required.

1. Click “Purchase Order Collaboration” and then “Supplier Self Services”.
2. Click on “All Invoices and Credit Memos”.



3. Click on the “Number” (invoice number) to open the purchase order.

List of Invoices and Credit Memos

Type	Number	Name	Date	Status	Gross Price
Invoice	123456	PO*	08/14/2014	Document Sent	500.00USD
Invoice	TESTINV2	PO	08/01/2014	Document Sent	7,836.60USD

4. Click on “Create Credit Memo”.

Start Page > List of Invoices > Display Invoice

Display Invoice: 9000151144

Copy Create Credit Memo Display Document Flow Print Download

Communication and Collaboration

5. 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 attach the credit memo by clicking on the “Add Attachment” button.

Start Page > List of Invoices > Display Invoice > Edit Credit Memo

Errors: Please attach a copy of the Invoice under Attachments section
Info: You are not allowed to enter a tax jurisdiction code for country US

Edit Credit Memo: 9000151150

Send Save Cancel Update Prices Print Download

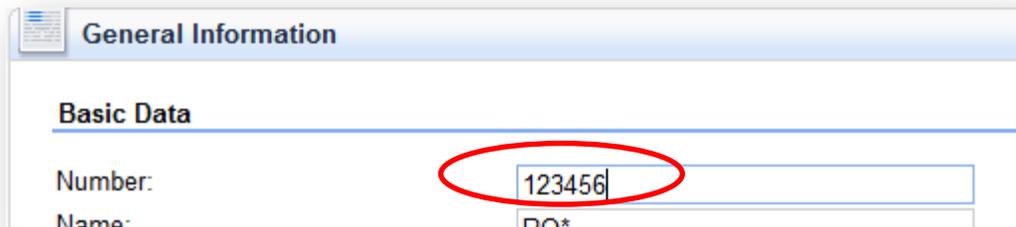
Communication and Collaboration

Attachments

Add Attachment

No Attachments Available

6. Assign a credit memo number to the “Number” field.



The screenshot shows a web form titled "General Information". Under the "Basic Data" section, there are two input fields. The first field is labeled "Number:" and contains the text "123456". This field is circled in red. The second field is labeled "Name:" and contains the text "PO*".

7. Click the “Send” button.
8. 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

End-Of-Document



MEAD JOHNSON NUTRITION SUPPLIER PORTAL

August 17, 2014 – Version 3

*Planned Services
Purchase Order*

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Scenario Description

A “Planned Service” purchase order is one that has been created for a specific service. The purchase order contains the description of the service, price, quantity 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.

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.

Step	Transaction	Responsible	Brief Description
1	Create Shopping Cart	MJN Requester	MJN Requester creates a shopping cart. The shopping cart is created using “Material” as the type.
2	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.
3	Receive PO & Perform PO Response/Acknowledgement	Supplier	The supplier contact who is setup in the Supplier Portal receives an email for the new/changed PO. The supplier logs into the Portal to view, print and perform a purchase order response (a.k.a., acknowledge receipt of the PO). Note: PO Response is a required action. Failure to perform a timely and accurate PO Response will result in continued follow- up by the MJN Procurement team and also prevent any subsequent transactions such as goods receipt and invoicing.
4	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.
5	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. IMPORTANT: MJN acceptance of the confirmation is required before a supplier can invoice.
6	Create Invoice/Credit Memo	Supplier	The supplier submits the invoice for confirmations that are in status “Accepted by Customer”.
7	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”

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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 e-Buy system.
MJN Buyer	The buyer who has created the purchase order based on the purchase requisition from an approved shopping cart.

Pre-Requisites

1. Supplier is setup on the MJN Supplier Portal. Portal URL and access (User ID and Password) has been provided to the supplier. For any new supplier setup and access requests please refer to the “Supplier Request for Portal Access Form” which is located on the MJN Supplier Resource page at <http://www.mjn.com/supplierlink/>.
2. Supplier is able to login to the Portal and is able to view all web pages. For any technical issues related to internet browser settings, pop-ups, firewall/network settings or security network rules which prevent you from being able to properly view the Portal web pages, refer to the “Technical Troubleshooting” document. If required, contact your company’s Technical Support team to ensure that all web pages in the Supplier Portal are functioning properly.

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Selecting The Purchase Order

1. Login to the Portal using your User ID and Password.
2. Click “Purchase Order Collaboration” and then “Supplier Self Services”.
3. Click on “All Purchase Orders” or do a PO Search.

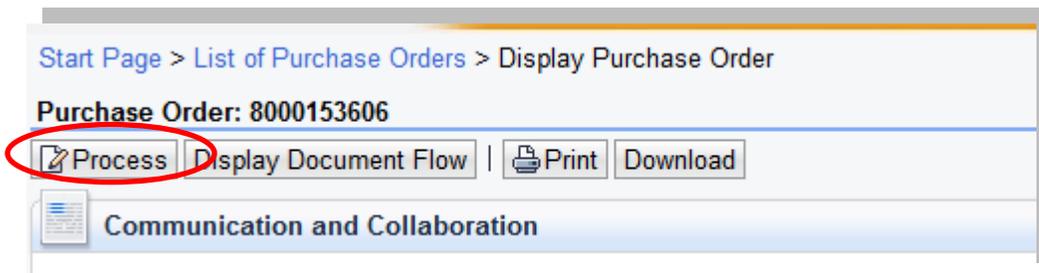


4. A “List of Purchase Orders” is displayed. Click on the “External Reference No.” to review.

The screenshot shows a table titled 'List of New Purchase Orders'. It has columns for 'External Reference No.', 'Number', 'Name', 'Date', 'Total Value', and 'Status'. Two rows are highlighted with a red box:

External Reference No.	Number	Name	Date	Total Value	Status
9000159671	5000110391	PO	08/01/2014	40,027,114.40USD	New
9000159670	5000110390	PO	08/01/2014	3,525,480.00USD	New

5. Click on “Process”



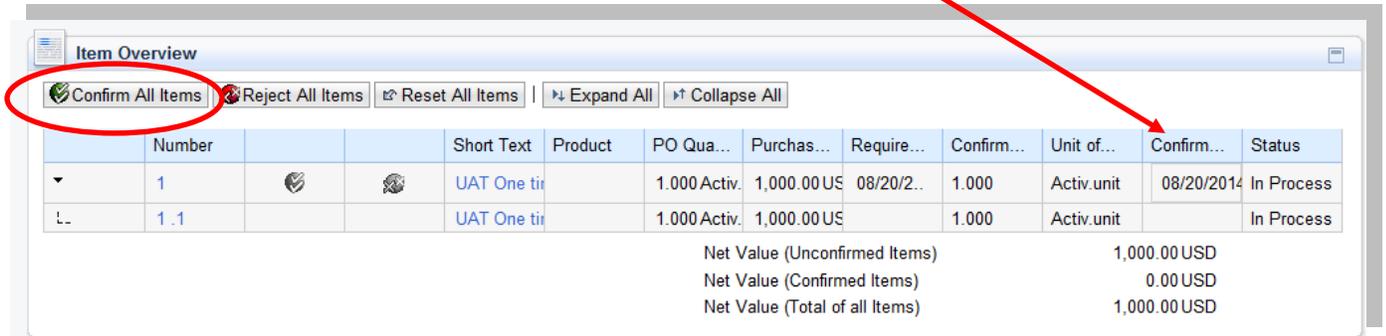
6. A new window will open. Review the purchase order details such as item description, delivery date, price, quantity and unit of measure.

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PO Response (Without Change)

- a. To accept the PO click on “Confirm All Items”
- b. Click on the “Send” button.

Note: If the “Confirmed For” date has passed, it will need to be updated with today’s date or a future date. Otherwise, you will receive a hard stop error.



	Number			Short Text	Product	PO Qua...	Purchas...	Require...	Confirm...	Unit of...	Confirm...	Status
▼	1			UAT One tir		1.000 Activ.	1,000.00 US	08/20/2..	1.000	Activ.unit	08/20/2014	In Process
└	1.1			UAT One tir		1.000 Activ.	1,000.00 US		1.000	Activ.unit		In Process
										Net Value (Unconfirmed Items)	1,000.00 USD	
										Net Value (Confirmed Items)	0.00 USD	
										Net Value (Total of all Items)	1,000.00 USD	

- c. A confirmation will display in GREEN as noted “Your changes have been adopted successfully”.

Additional Notes related to PO Response/Acknowledgement

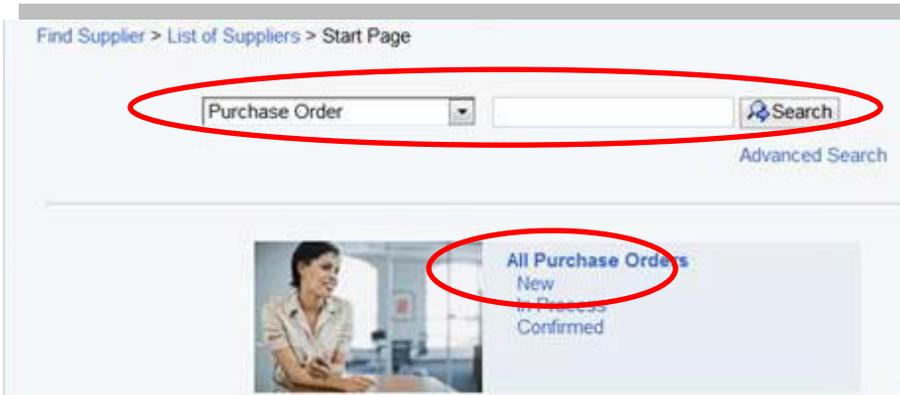
You may encounter warning messages when processing a PO response/acknowledgement.

- a. Messages displayed with a yellow triangle are soft warning messages and the system will not prevent you from submitting the PO response.
- b. Warning messages displayed with a red ! icon are a hard stop and will prevent you from submitting the PO response/acknowledgement.

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Confirm Completion of Service

1. Login to the Portal using your User ID and Password.
2. Click “Purchase Order Collaboration” and then “Supplier Self Services”.
3. Click on “All Purchase Orders” or use PO Search.

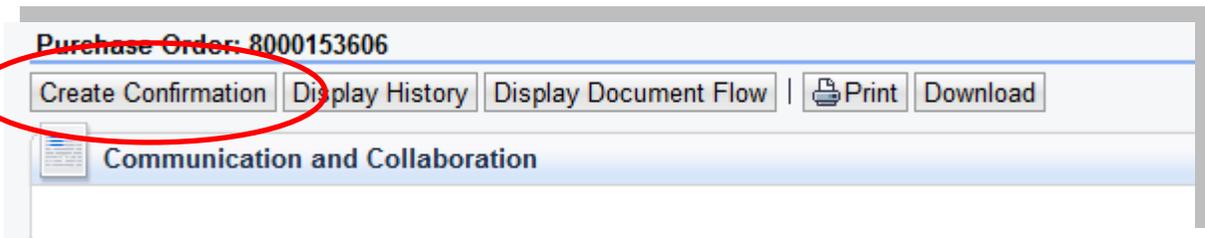


4. Open the PO by clicking on the “External Reference No.”.

The screenshot displays a table titled 'List of Purchase Orders'. The table has columns for 'External Reference No.', 'Number', 'Name', 'Date', 'Total Value', and 'Status'. The first row of data is highlighted, and the 'External Reference No.' cell is circled in red.

External Reference No.	Number	Name	Date	Total Value	Status
8000153606	5000110403	PO	08/11/2014	1,000.00USD	Confirmed

5. Click on “Create Confirmation”.



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6. Enter the "Name" for the services that have been rendered.

Confirmation: 8000400770

Communication and Collaboration

General Information

Basic Data

Confirmation: 8000400770
 Name: ENTER REFERENCE NAME
 Date: 08/15/2014
 Purchase Order No.: 8000153606
 Status: Created

7. Click on the service line item "1.1".

Item Overview

	Number	Status	Product	Produc...	Line Type	Descrip...	Quantity	Unit of...	Quantit...	Open	Net Value	Item S...
	1	In Proc...				UAT O...					0.00 USD	<input type="checkbox"/>
	1.1	In Proc...		Service	Standa...	UAT O...	0.000	Activ.unit	1.000 Activ	1.000 Activ	0.00 USD	<input type="checkbox"/>
Net Value											0.00 USD	

8. Under General Information:
- Enter the quantity of "1".
 - Click on "Update Prices".
 - The "Net Value" will update.

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".

General Information

B

Item Data

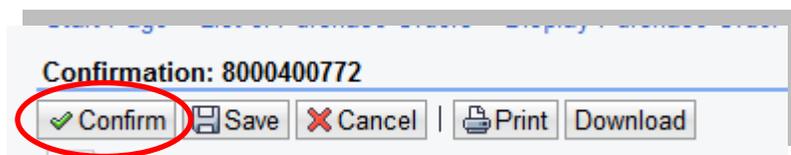
Number	Description	Quantity	Unit of Measure	Quantity Ordered	Open	Net Value
1.1	UAT One time only	1.000	LE	1.000 Activ.unit	1.000 Activ.unit	1,000.00 USD

A **C**

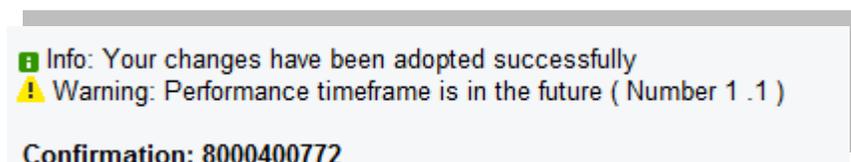
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9. Click on “Back to Item Overview” in the top right corner.

10. Click on “Confirm”.



11. You will receive the following message that your confirmation was adopted successfully.



Accept/Reject Service Confirmation (MJN Action)

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 e-Buy 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.

Confirmation Status

“Rejected by Customer” – The confirmation supplier 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.

“Completion Reported” – The confirmation has been submitted by supplier, 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.

“In Process” – Supplier started the confirmation process but have not yet submitted the confirmation.

Document Type	Number	Document Name	Document Date	Status
Purchase Order	5000110402	PO	08/11/2014	Confirmed
Confirmation	8000400769		08/14/2014	In Process

“Accepted by Customer” – The confirmation supplier sent was “Accepted by Customer” (the MJN Requester) and supplier can proceed with submitting an invoice.

Document Type	Number	Document Name	Document Date	Status	Total Value
Purchase Order	5000110403	PO	08/11/2014	Confirmed	1,000.00 USD
Confirmation	8000400772	ENTER YOUR REFERE...	08/15/2014	Accepted by Customer	1,000.00 USD

Create Invoice – For PO with Confirmation in Accepted Status

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”.
3. Under “All Confirmations” click on “Accepted”.

IMPORTANT: For Planned Service POs all Invoices should be created using the “All Confirmation” option ONLY. Please do not use the any other option as it may cause errors in processing and potentially delay payment.



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4. Click on the “Document Type” to open the desired confirmation.

Document Type	Number	Document Name	Document Date	Status	Total Value
Purchase Order	5000110403	PO	08/11/2014	Confirmed	1,000.00 USD
Confirmation	8000400772	ENTER YOUR REFERE...	08/15/2014	Accepted by Customer	1,000.00 USD

5. The “Display Confirmation” screen is displayed.

a. Click “Create Invoice” button.

Supplier Self-Services Home | Find

Start Page > List of Confirmations > Display Confirmation

Confirmation: 8000400772

[Create Invoice](#) [Copy](#) [Display Document Flow](#) | [Print](#) [Download](#)

b. With “One Time Only” orders a supplier may incur “Unplanned Delivery Costs”; if so enter the amount.

Basic Data

Number: ENTER INV#

Name: ENTER YOUR REFERENCE #

Date: 08/15/2014

External Reference No.: 8000153606

Status: In Process

Unplanned Delivery Costs: 20.00 USD

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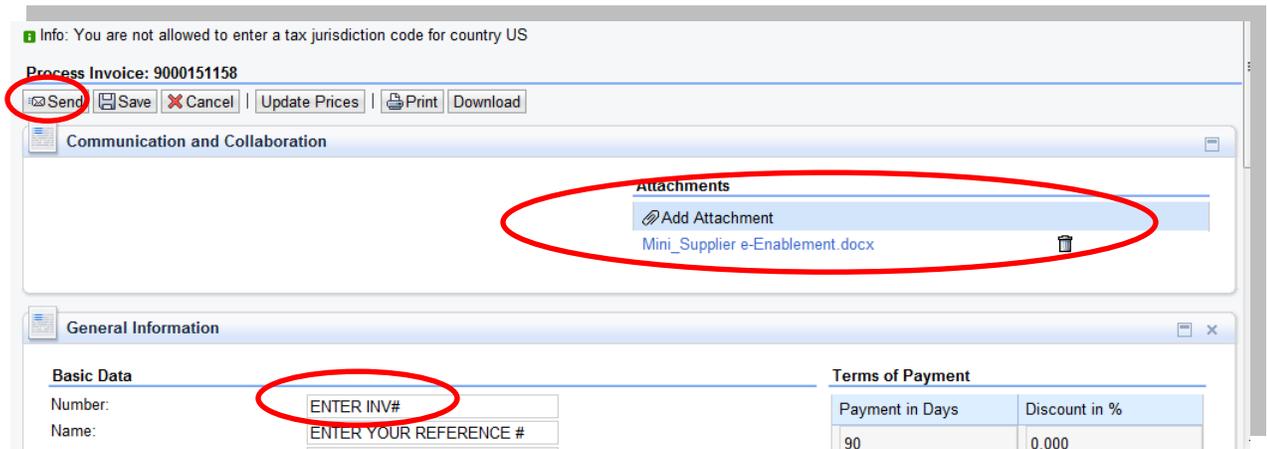
c. Enter your invoice number in the “Number” field.

IMPORTANT: The invoice number that the supplier enters 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.

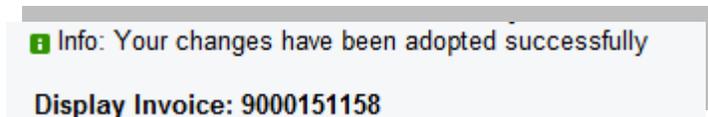
d. Attach your invoice copy.

e. Click “Update Prices” to refresh the screen.

f. Click on “Send”.



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



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Invoice Status Values – Brief Descriptions

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

Rejected by Customer: This status is set automatically when an invoice is rejected by Accounts Payable.

Note: *In the case where an invoice must be resubmitted, please contact Accounts Payable and reject the original invoice. This will change the status of the invoice to “Rejected By Customer” and allow for resubmission.*

End-Of-Document

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MEAD JOHNSON NUTRITION SUPPLIER PORTAL

August 17, 2014 - Version 3

*Value Limit /
Blanket Purchase
Orders*

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Value Limit/Blanket Scenario Description

A Value Limit 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.

Step	Transaction	Responsible	Brief Description
1	Create Shopping Cart	MJN Requester	MJN Requester creates a shopping cart. The shopping cart is created with a Value Limit.
2	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.
3	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).
4	Confirm Completion of Service	Supplier	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. IMPORTANT: This step is required before a supplier can invoice.
5	Accept/Reject Service Confirmation	MJN Requester	The MJN Requester is notified when the supplier enters a confirmation. The MJN Requester reviews this confirmation and either accepts or rejects. IMPORTANT: MJN acceptance of the confirmation is required before a supplier can invoice.
6	Create Invoice / Credit Memo	Supplier	The supplier submits the invoice for confirmations that are in status "Accepted by Customer".
7	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"

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Glossary of Terms and Abbreviations Used In This Document

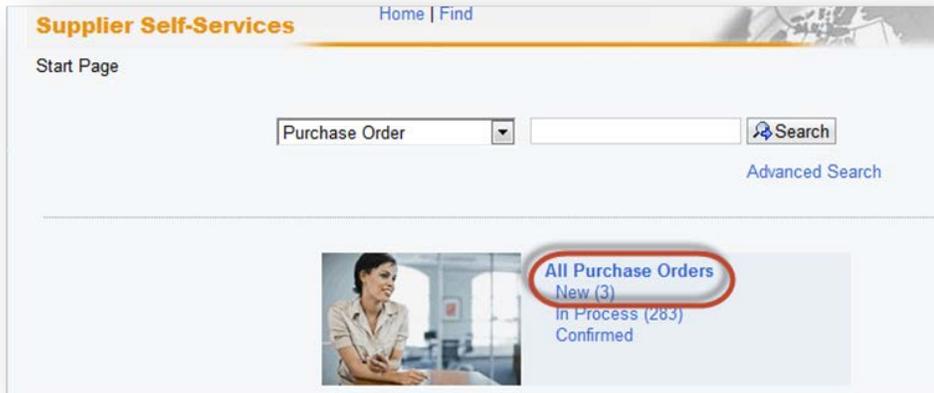
Term	Description
Value Limit / Blanket PO Unplanned Service type of PO	Value Limit / Blanket POs refer to purchase orders that have been created for "Value Limit" type of items where unplanned services are involved.
SC	Shopping Cart
PO	Purchase Order
MJN	Mead Johnson Nutrition
Confirmation	The Portal 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 e-Buy system.
MJN Buyer	The buyer who has created the purchase order based on the purchase requisition from an approved shopping cart.

Pre-Requisites:

1. Supplier is setup on the MJN Supplier Portal. Portal URL and access (User ID and Password) has been provided to the supplier. For any new supplier setup and access requests please refer to the "Supplier Request for Portal Access Form" which is located on the MJN Supplier Resource page at <http://www.mjn.com/supplierlink/>.
2. Supplier is able to login to the Portal and is able to view all web pages. For any technical issues related to internet browser settings, pop-ups, firewall/network settings or security network rules which prevent you from being able to properly view the Portal web pages, refer to the "Technical Troubleshooting" document. If required, contact your company's Technical Support team to ensure that all web pages in the Supplier Portal are functioning properly.

Selecting The Purchase Order

1. Login to the Portal using your User ID and Password.
2. Click “Purchase Order Collaboration” and then “Supplier Self Services”.
3. Click on “All Purchase Orders” or use a PO Search.

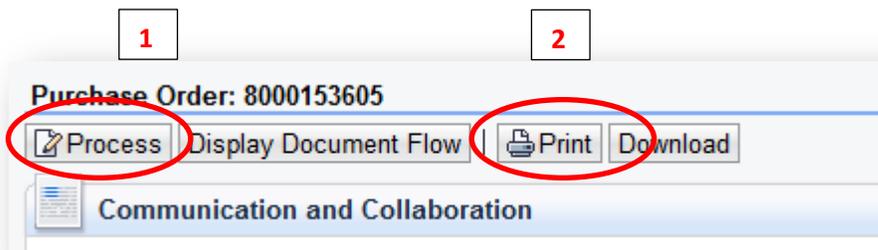


4. The “List of Purchase Orders” is displayed. Click on the “Document Number” to view the PO. The “Total Value” displays as 0.00 because a Value Limit type of PO item can be used for performing multiple service confirmations and be invoiced multiple times.

List of New Purchase Orders						
External Reference No.	Number	Name	Date	Total Value	Status	
8000153605	5000110402	PO	08/11/2014	0.00 USD	New	
8000153606	5000110403	PO	08/11/2014	1,000.00 USD	New	

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

5. Click “Process”.



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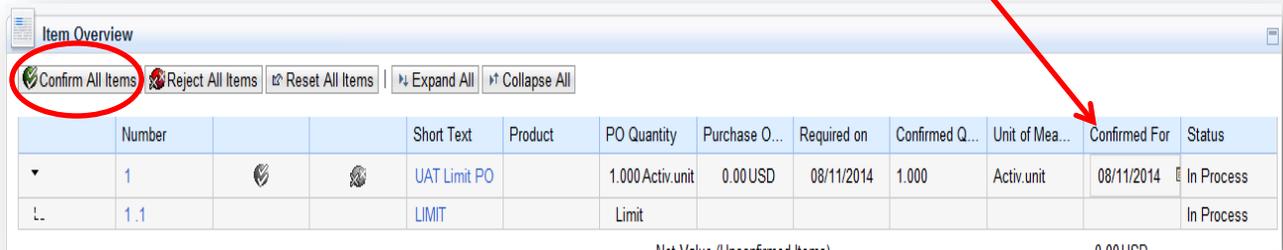
6. Review the purchase order details. To see the total value of the PO, click on “Print”.

PO Response (Without Change)

To accept the PO:

- a. Click on “Confirm All Items”.
- b. Click on the “Send” button.

Note: If the “Confirmed For” date has passed it will need to be updated with today’s date or a future date. Otherwise, you will receive a hard stop error.



	Number			Short Text	Product	PO Quantity	Purchase O...	Required on	Confirmed Q...	Unit of Mea...	Confirmed For	Status
▼	1			UAT Limit PO		1.000 Activ.unit	0.00USD	08/11/2014	1.000	Activ.unit	08/11/2014	In Process
L.	1.1			LIMIT		Limit						In Process

A confirmation will display in GREEN as noted “Your changes have been adopted successfully”.

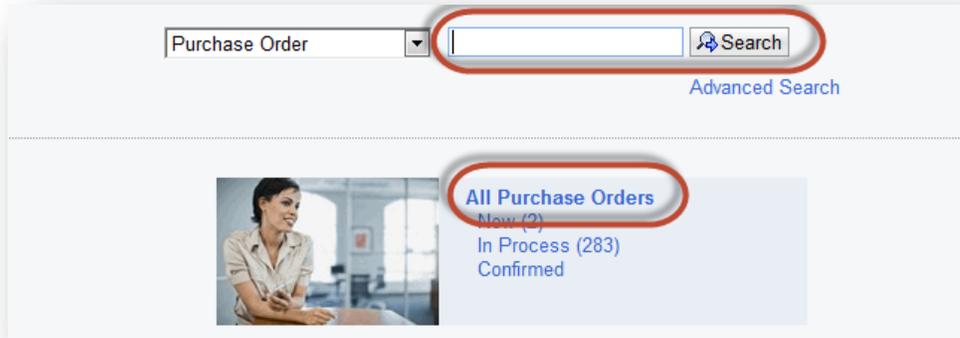
Additional Notes related to PO Response/Acknowledgement

You may encounter warning messages when processing a PO response/acknowledgement.

- a. Messages displayed with a yellow triangle are soft warning messages and the system will not prevent you from submitting the PO response.
- b. Warning messages displayed with a red ! icon are a hard stop and will prevent you from submitting the PO response/acknowledgement.

Confirm Completion of Service

1. Login to the Portal using your User ID and Password.
2. Click “Purchase Order Collaboration” and then “Supplier Self Services”.
3. Click on “All Purchase Orders” or use a PO Search.



4. Open the PO by clicking on the “External Reference Number” (PO#).

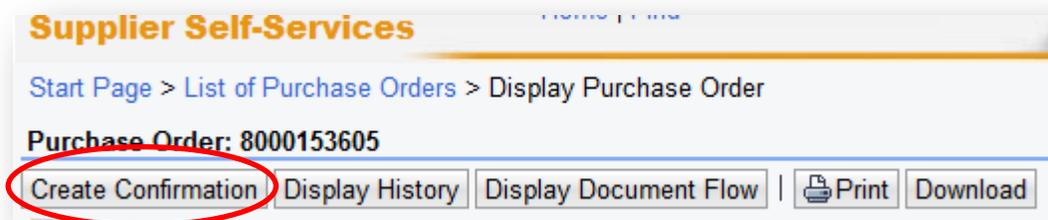
Note: The value of the order will show as “0.00” in the “Total Value” column for a Limit Value/ Blanket PO. You can view the PO value in the Print Preview or when you print the PO. Refer to section above for the steps to print and save the PO as a PDF document.

List of Confirmed Purchase Orders

Print Download

External Reference No	Number	Name	Date	Total Value	Status
8000153601	5000110404	PO	08/11/2014	500.00USD	Confirmed
8000153605	5000110402	PO	08/11/2014	0.00USD	Confirmed
9000153674	5000110393	PO	08/01/2014	0.00USD	Confirmed

5. Click on “Create Confirmation”.



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6. Enter the "Name" (for services that have been rendered).

General Information

Basic Data

Confirmation:	8000400767
Name:	ENTER THE DOCUMENT NAME/REFERENCE
Date:	08/14/2014
Purchase Order No.:	8000153605
Status:	Created

7. To add a new item, click on the green plus sign to the right.

Note: For any Limit Value/Blanket PO the supplier will 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 the supplier enter the confirmation exactly as invoiced. 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 10 would need to be repeated for each line.

Item Overview

Expand All Collapse All Select All Deselect All Propose Outstanding Quantities Update Prices

Number	Status	Product	Product...	Line Type	Description	Quantity	Unit of M...	Quantity...	Open	Net Value		Item Sel...
1	In Process				UAT Limi...					0.00 USD		
1.1					LIMIT			Activ.unit	Activ.unit			
										Net Value		0.00 USD

8. To add the new item detail, click on "1.2".

1.2	In Process		Service	Standard...		0.000	Activ.unit	0.000	0.000	0.00 USD		
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9. Enter the following:

a. "Quantity".

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

b. Value of the service provided in the "Net Value" field.

c. "Description".

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

d. Click "Update Prices".

Number	Description	Quantity	Unit of Measure	Quantity Ordered	Open	Net Value
1.2	Type in description of service	1.000	Activ.unit	0.000	0.000	1,000.00 USD

e. Click "Back to Item Overview" (top right corner) to return to the previous screen.

f. Click "Confirm".

g. Supplier will receive the following message that the confirmation was adopted successfully.

Info: Your changes have been adopted successfully
Warning: Performance timeframe is in the future (Number 1.1)
Confirmation: 8000400772

Accept/Reject Service Confirmation (MJN Action)

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 e-Buy system before supplier can 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 "All Confirmations".

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Confirmation Status

“Rejected by Customer” – The confirmation supplier 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.

Document Type	Number	Document Name	Document Date	Status	Total Value
Purchase Order	5000078712	PO	04/17/2013	Confirmed	0.00 USD
Confirmation	8000309943	Invoice #20130	05/02/2013	Rejected by Customer	5,102.24 USD

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.

“Completion Reported” – The confirmation has been submitted by supplier, 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.

“In Process” – Supplier started the confirmation process but have not yet submitted the confirmation

Document Type	Number	Document Name	Document Date	Status
Purchase Order	5000110402	PO	08/11/2014	Confirmed
Confirmation	8000400769		08/14/2014	In Process

“Accepted by Customer” – The confirmation supplier sent was accepted by the MJN Requester and supplier can proceed with submitting an invoice.

Document Type	Number	Document Name	Document Date	Status	Total Value
Purchase Order	5000110402	PO	08/11/2014	Confirmed	
Confirmation	8000400768	Enter Document Name Here	08/14/2014	Accepted by Customer	

Create Invoice – For PO with Confirmation in Accepted Status

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”.
3. Under “All Confirmations” click on “Accepted”.

IMPORTANT: For Planned Service POs all Invoices should be created using the “All Confirmation” option ONLY. Please do not use the any other option as it may cause errors in processing and potentially delay payment

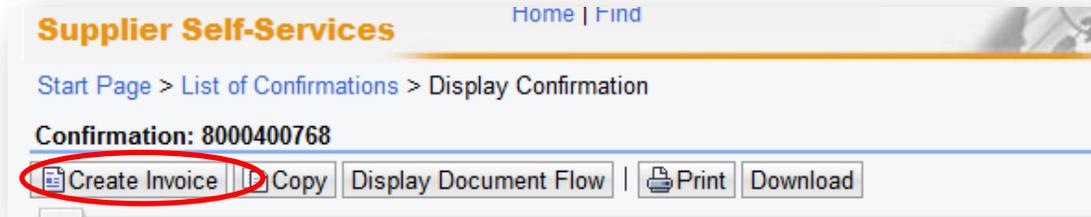


4. Click on the “Number” to open the desired confirmation.

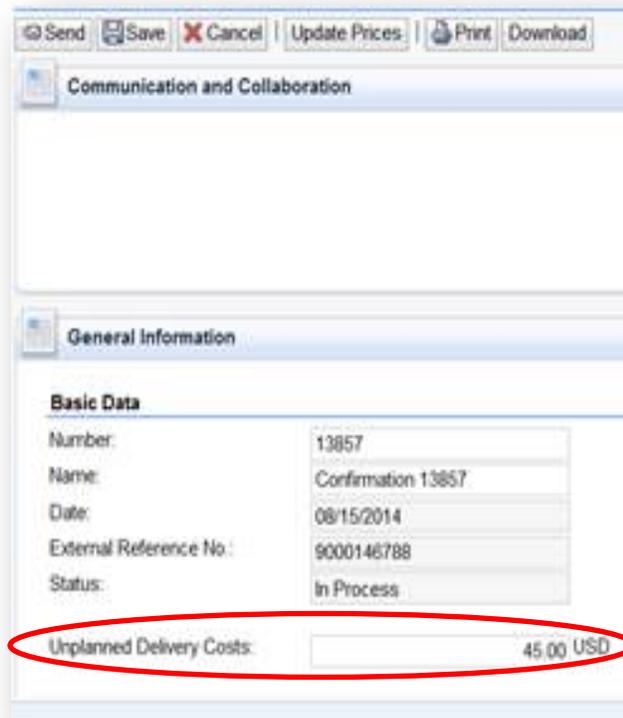
List of Approved Confirmations				
Print Download				
Number	Name	Date	Total Value	Status
8000400768	Enter Document Name Here	08/14/2014	1,000.00USD	Accepted by Customer
0000300462	F707C	01/01/2014	503.34USD	Accepted by Customer

5. The “Display Confirmation” screen is displayed.

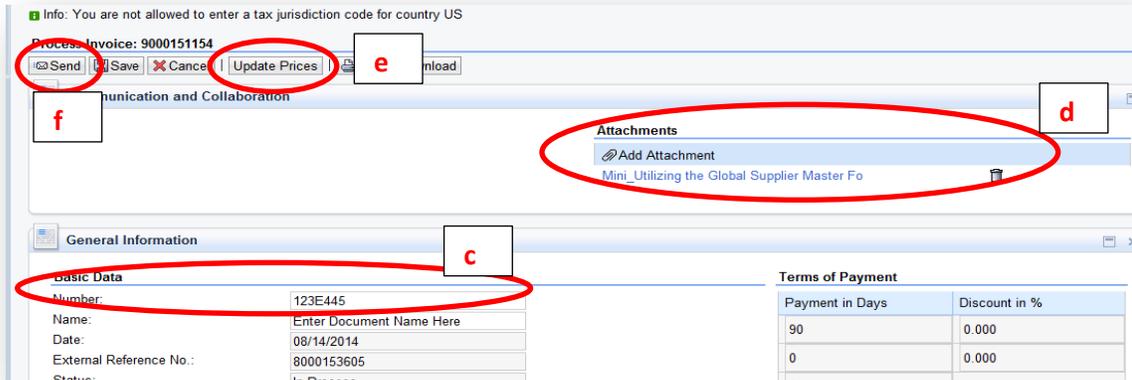
a. Click “Create Invoice” button.



b. With Limit Value/Blanket orders a supplier may incur “Unplanned Delivery Costs”; if so enter the amount.



- c. Assign invoice “Number”.
IMPORTANT: The invoice number that the supplier enters into the “Number” field is carried forward as the “Reference Number” in Accounts Receivable Manager. Entering a recognizable value in this field will assist supplier in viewing subsequent invoice and payment information.
- d. Attach your invoice copy.
- e. Click “Update Prices” to refresh the screen.
- f. Click on “Send”.



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



Invoice Status Values – Brief Descriptions

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

Rejected by Customer: This status is set automatically when the invoice is rejected by Accounts Payable.

Note: *In the case where an invoice must be resubmitted please contact Accounts Payable to reject the original invoice. This will change the status of the invoice to “Rejected by Customer” and allow for resubmission.*

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