



# MEAD JOHNSON NUTRITION SUPPLIER PORTAL

August 17, 2014 – Version 3

*Planned Services  
Purchase Order*

**Table of Contents**

**Scenario Description** ..... 3

**Glossary of Terms and Abbreviations Used In This Document** ..... 4

**Pre-Requisites** ..... 4

**Selecting The Purchase Order** ..... 5

**PO Response (Without Change)** ..... 6

**Additional Notes related to PO Response/Acknowledgement** ..... 6

**Confirm Completion of Service** ..... 7

**Accept/Reject Service Confirmation (MJN Action)** ..... 9

**Confirmation Statuses** ..... 9

**Create Invoice – For PO with Confirmation in Accepted Status** ..... 10

**Invoice Status Values – Brief Descriptions** ..... 13

This document is considered Mead Johnson Nutrition confidential and proprietary information. The information contained herein may not be disclosed or distributed without Mead Johnson Nutrition prior written approval. This document is not a controlled document, is used for training purposes, and is only effective during the period noted on the cover page. Individuals should refer to the appropriate procedural documents following training.

## 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). <b>Note:</b> 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. <b>IMPORTANT: MJN acceptance of the confirmation is required before a supplier can invoice.</b>
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”

This document is considered Mead Johnson Nutrition confidential and proprietary information. The information contained herein may not be disclosed or distributed without Mead Johnson Nutrition prior written approval. This document is not a controlled document, is used for training purposes, and is only effective during the period noted on the cover page. Individuals should refer to the appropriate procedural documents following training.

## 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.meadjohnson.com/supplier-resource-us-en>
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.

This document is considered Mead Johnson Nutrition confidential and proprietary information. The information contained herein may not be disclosed or distributed without Mead Johnson Nutrition prior written approval. This document is not a controlled document, is used for training purposes, and is only effective during the period noted on the cover page. Individuals should refer to the appropriate procedural documents following training.

## 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.

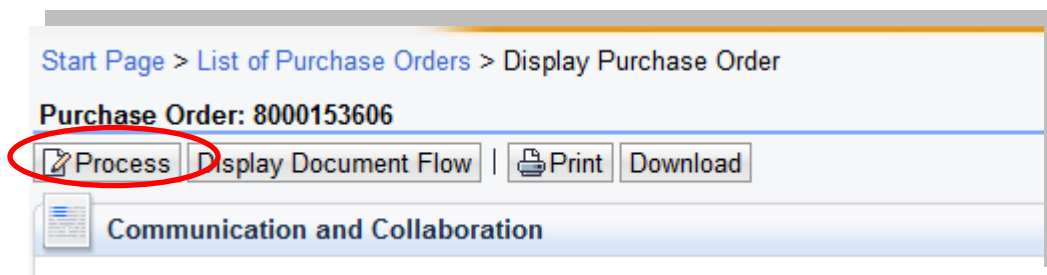


4. A “List of Purchase Orders” is displayed. Click on the “External Reference No.” to review.

The screenshot shows a table titled 'List of New Purchase Orders' with columns: 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.

This document is considered Mead Johnson Nutrition confidential and proprietary information. The information contained herein may not be disclosed or distributed without Mead Johnson Nutrition prior written approval. This document is not a controlled document, is used for training purposes, and is only effective during the period noted on the cover page. Individuals should refer to the appropriate procedural documents following training.

## 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.

The screenshot shows the 'Item Overview' window with a table of items. The 'Confirm All Items' button is circled in red. A red arrow points from the 'Confirmed For' date field in the table to the note above.

	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

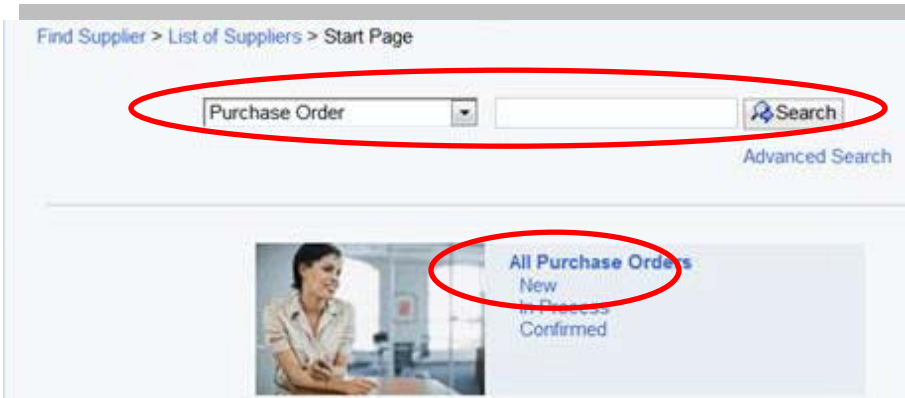
You may encounter warning messages when processing a PO response/acknowledgement.

- 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.

This document is considered Mead Johnson Nutrition confidential and proprietary information. The information contained herein may not be disclosed or distributed without Mead Johnson Nutrition prior written approval. This document is not a controlled document, is used for training purposes, and is only effective during the period noted on the cover page. Individuals should refer to the appropriate procedural documents following training.

## 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.

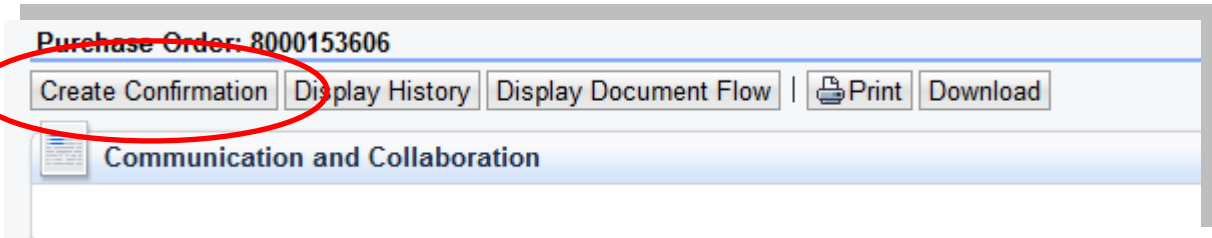


4. Open the PO by clicking on the “External Reference No.”.

The screenshot shows 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 with a red oval around the 'External Reference No.' column, which contains the value '8000153606'. The other columns in this row are: '5000110403', 'PO', '08/11/2014', '1,000.00USD', and 'Confirmed'. Above the table, there are 'Print' and 'Download' buttons.

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

5. Click on “Create Confirmation”.



This document is considered Mead Johnson Nutrition confidential and proprietary information. The information contained herein may not be disclosed or distributed without Mead Johnson Nutrition prior written approval. This document is not a controlled document, is used for training purposes, and is only effective during the period noted on the cover page. Individuals should refer to the appropriate procedural documents following training.

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

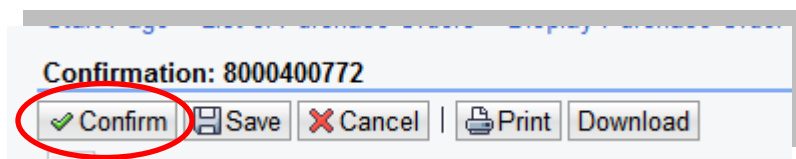
**A** **C**

This document is considered Mead Johnson Nutrition confidential and proprietary information. The information contained herein may not be disclosed or distributed without Mead Johnson Nutrition prior written approval. This document is not a controlled document, is used for training purposes, and is only effective during the period noted on the cover page. Individuals should refer to the appropriate procedural documents following training.

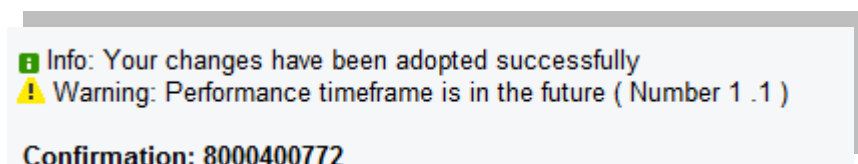


9. Click on “Back to Item Overview” in the top right corner.

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.

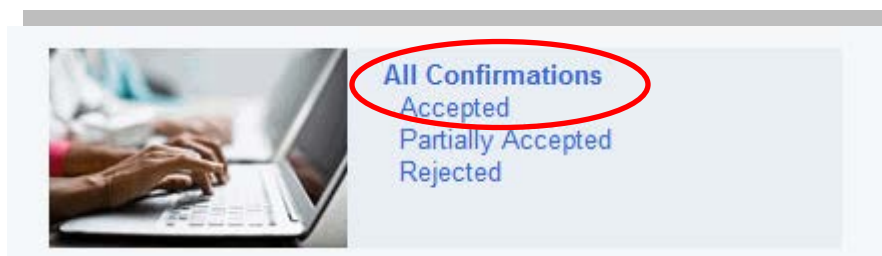
Document Type	Number	Document Name	Document Date	Status	Total Value
Purchase Order	5000110403	PO	08/11/2014	Confirmed	1,000.00 USD
Confirmation	8000400772	ENTER YOUR REFERE...	08/15/2014	Accepted by Customer	1,000.00 USD

### 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.



This document is considered Mead Johnson Nutrition confidential and proprietary information. The information contained herein may not be disclosed or distributed without Mead Johnson Nutrition prior written approval. This document is not a controlled document, is used for training purposes, and is only effective during the period noted on the cover page. Individuals should refer to the appropriate procedural documents following training.

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

Document Type	Number	Document Name	Document Date	Status	Total Value
<a href="#">Purchase Order</a>	5000110403	PO	08/11/2014	Confirmed	1,000.00 USD
<a href="#">Confirmation</a>	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:

Name:

Date:

External Reference No.:

Status:

Unplanned Delivery Costs:

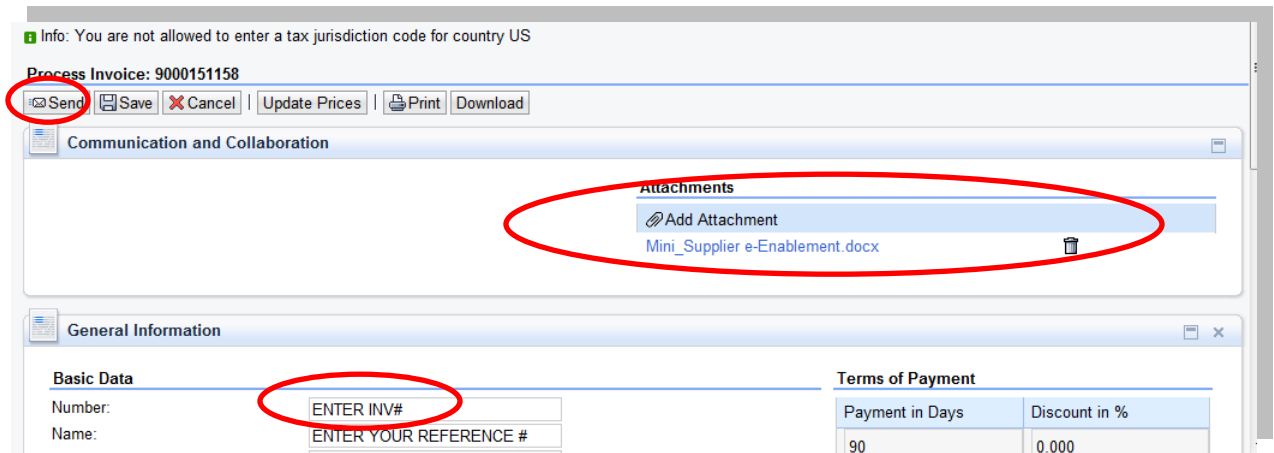
c. Enter your invoice number in the “Number” field.

**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.

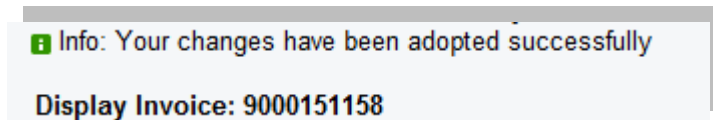
d. Attach your invoice copy.

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

f. Click on “Send”.



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



This document is considered Mead Johnson Nutrition confidential and proprietary information. The information contained herein may not be disclosed or distributed without Mead Johnson Nutrition prior written approval. This document is not a controlled document, is used for training purposes, and is only effective during the period noted on the cover page. Individuals should refer to the appropriate procedural documents following training.

## **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**

This document is considered Mead Johnson Nutrition confidential and proprietary information. The information contained herein may not be disclosed or distributed without Mead Johnson Nutrition prior written approval. This document is not a controlled document, is used for training purposes, and is only effective during the period noted on the cover page. Individuals should refer to the appropriate procedural documents following training.