

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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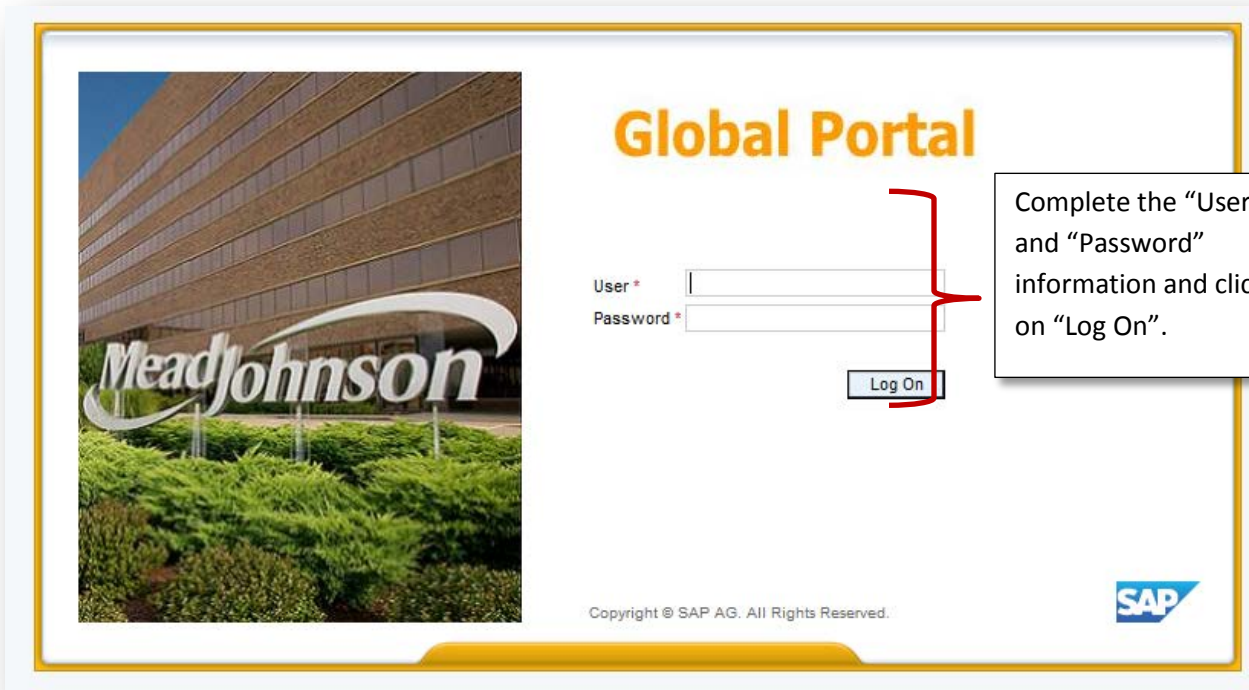
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Supplier Portal Password Rules

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

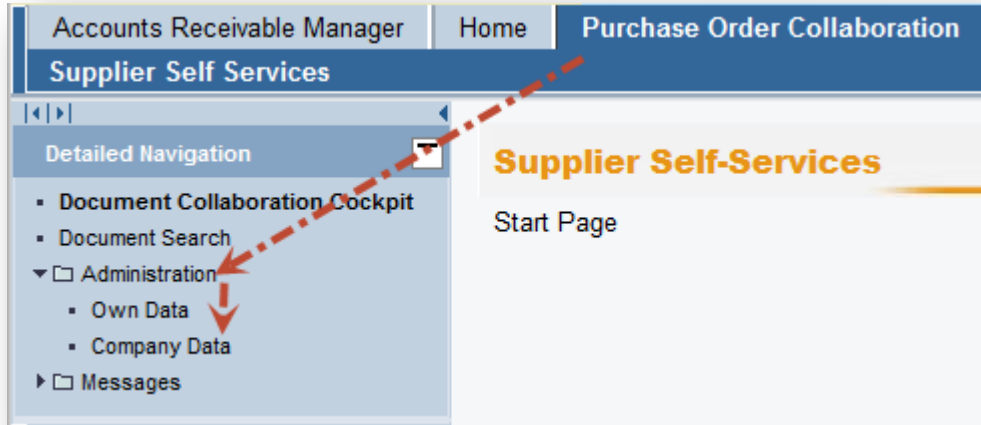
1. Login to the Supplier Portal by either clicking the link contained in the email notification, or copy and paste the following URL into your internet browser:
<https://ep.mjnportal.mjn.com/irj/portal/>
2. Please add this URL to your Favorites.
3. Start the procedure from the following screen.



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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 within the Supplier Self Services application. The form is titled 'Company Data' and includes a 'Change' button. The 'Company Details' section shows the following fields: 'Replication Status' with a checked box for 'Data is synchronous'; 'Name of Company*' with a text input field; 'D-U-N-S Number' with a text input field; 'Language*' with a dropdown menu set to 'English'; and 'Vendor Currency*' with a dropdown menu set to 'Canadian Dollar'. There is also an 'Other Name' field with a text input box.

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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.

Address Data			
c/o:	<input type="text"/>		
Location:*	<input type="text" value="MISSISSAUGA"/>	District:	<input type="text"/>
Postal Code:*	<input type="text" value="L4V 1B5"/>	Company Postal Code:	<input type="text"/>
Country:*	<input type="text" value="Canada"/>	Region:	<input type="text" value="Ontario"/>
P.O. Box:	<input type="text"/>	PO Box Postal Code:	<input type="text"/>
PO Box Country:	<input type="text" value="Canada"/>	PO Box Location:	<input type="text"/>
PO Box Without Number:	<input type="checkbox"/>		
Street Prefix:	<input type="text"/>		
Street:	<input type="text" value="REDACTED"/>		
Street Suffix:	<input type="text"/>		
House Number:	<input type="text"/>	Building:	<input type="text"/>
Floor:	<input type="text"/>	Room Number:	<input type="text"/>
Jurisdct. Code:	<input type="text"/>		

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

Contact Data			
Telephone Numbers			
Standard Number*	Telephone No.*	Extension	Country*
<input type="text"/>	<input type="text" value="REDACTED"/>	<input type="text"/>	Canada
Fax Numbers			
Standard Number*	Fax Number*	Extension	Country*
<input type="text"/>	<input type="text" value="REDACTED"/>	<input type="text"/>	Canada
E-Mail Addresses			
Standard Address*	E-Mail Address*		
<input type="text"/>	<input type="text" value="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

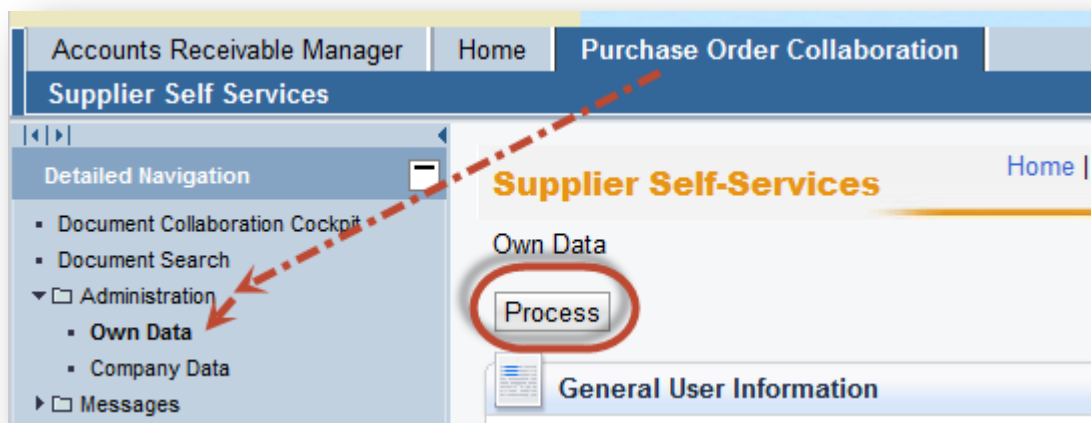
Copy SUS Document Number - Vendor's Document Number

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

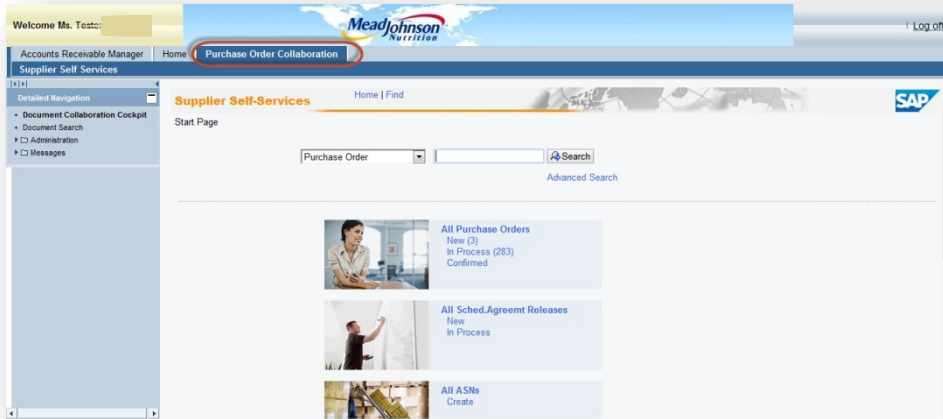
Time Zone: UTC+0

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**.

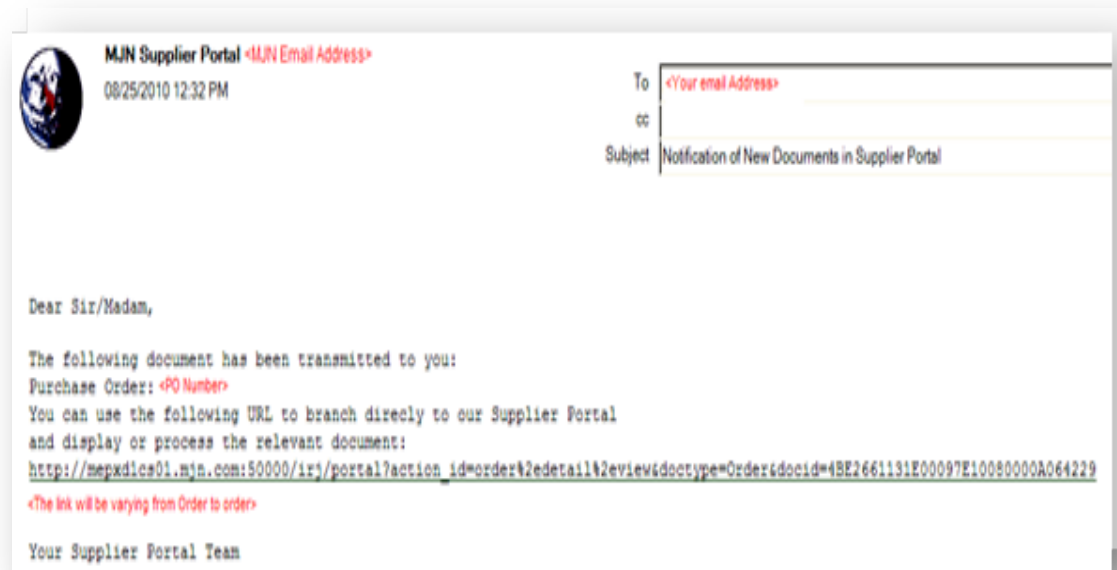
 3. **Step 3**
 - a. Try to add:
Permit TCP host **192.168.18.18 host 74.119.120.87 eq 80**
 - b. If this statement is unsuccessful take out and add:
Permit IP host **192.168.18.18 host 74.119.120.87**

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.

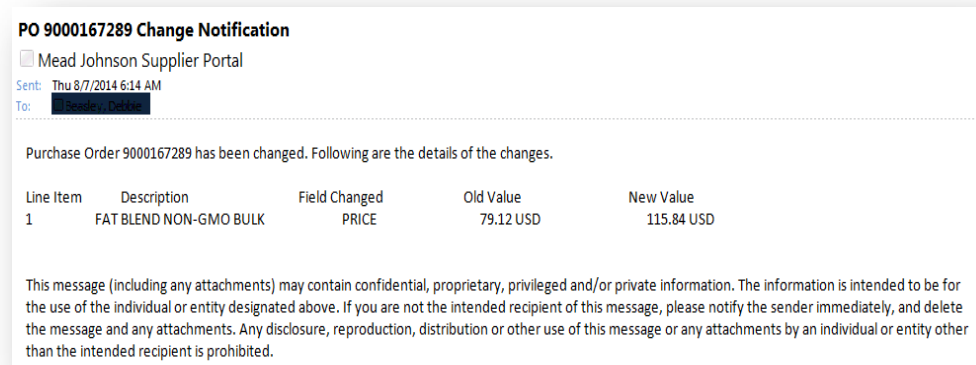
- If you require Portal assistance, please contact the CAC at 1-888-339-9491.

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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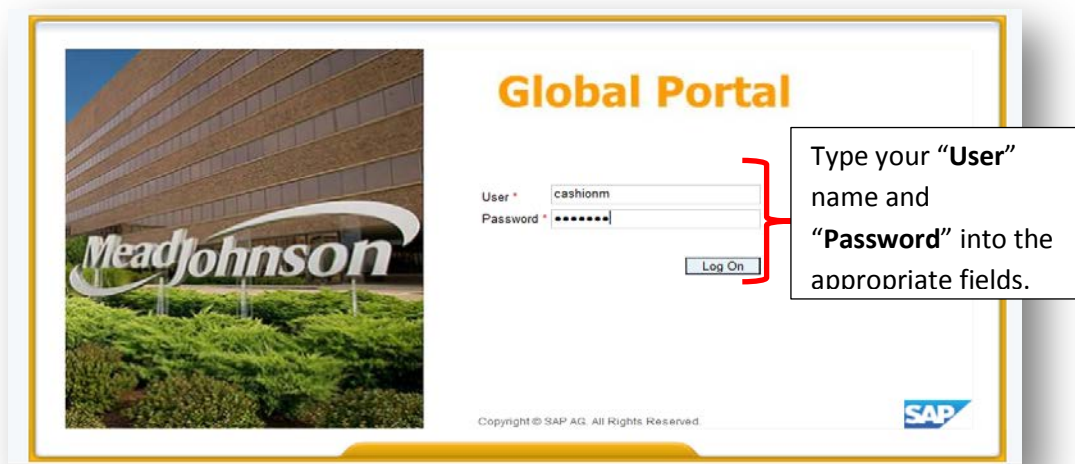
Supplier Portal Login Process

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.

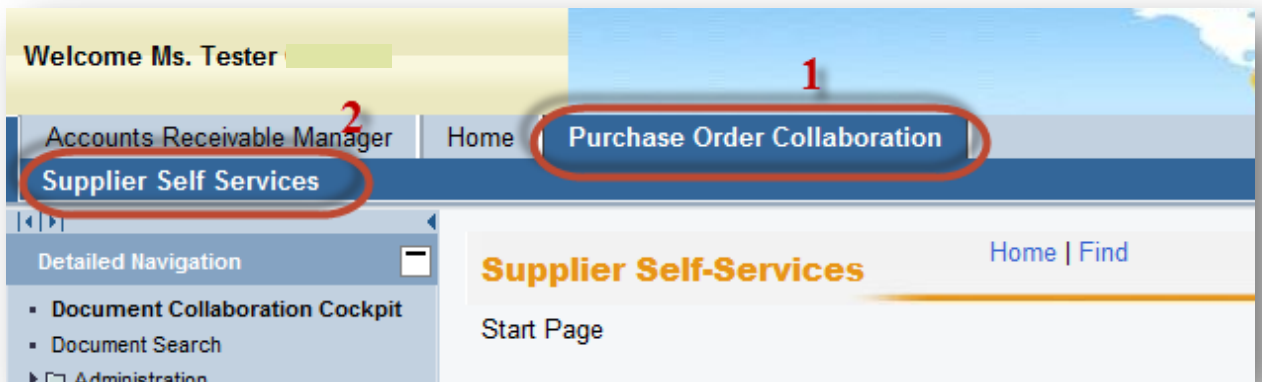
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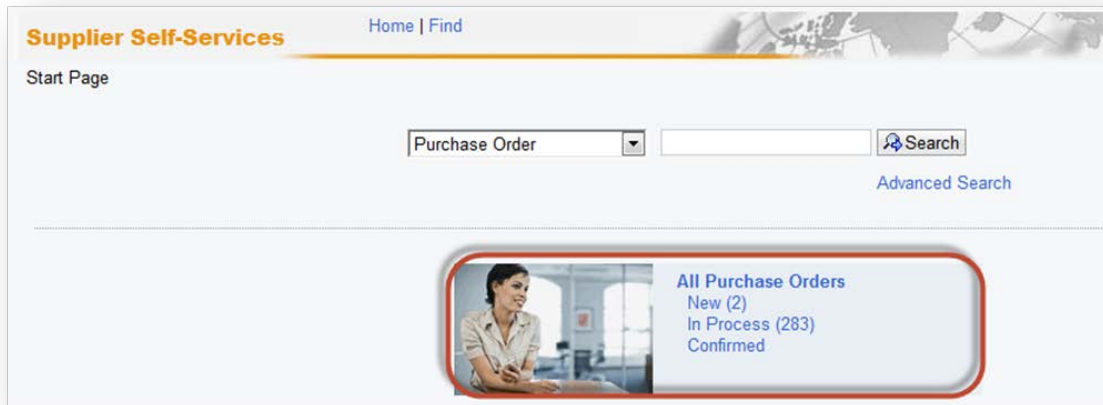
Finding Purchase Orders

Search By Type

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



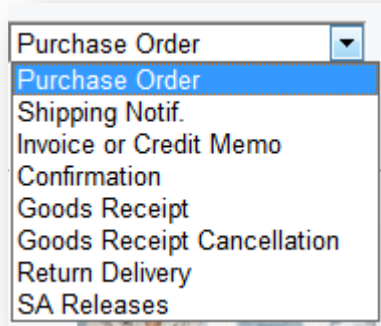
3. Select the “All Purchase Orders” and select “New” to view a new order (you can select the other options to view POs “In Process” and “Confirmed”).



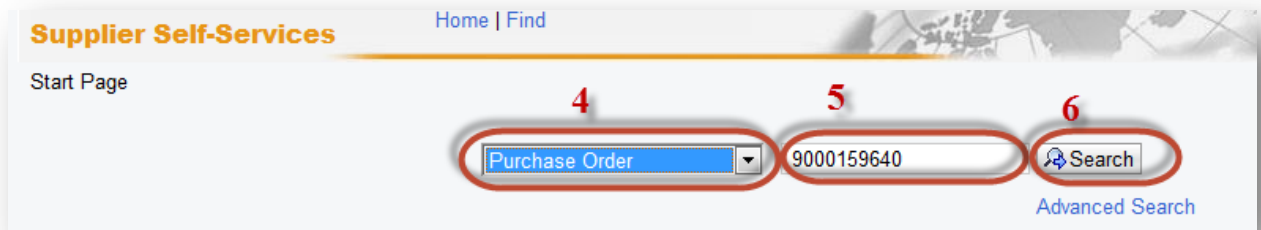
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Search By Number

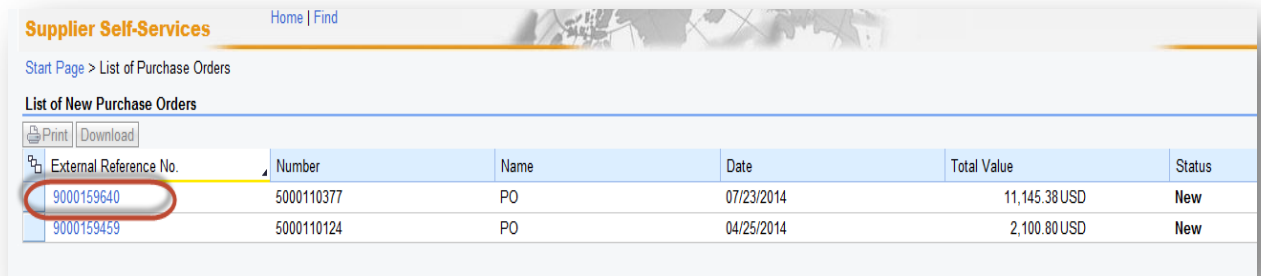
1. Select the type of document you are searching for (for this demonstration, we are using a Purchase Order).



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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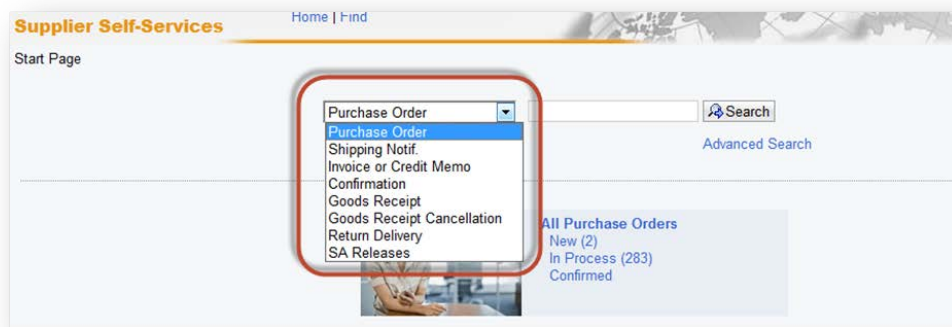
Advanced Search and Document Downloads

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.

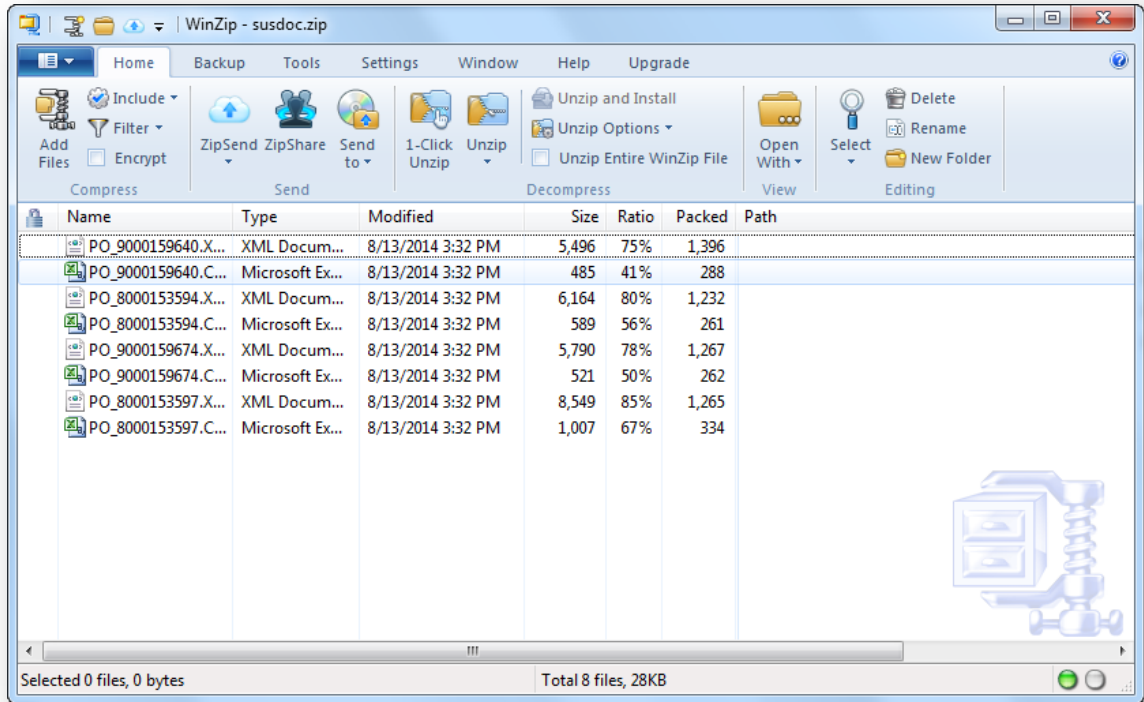
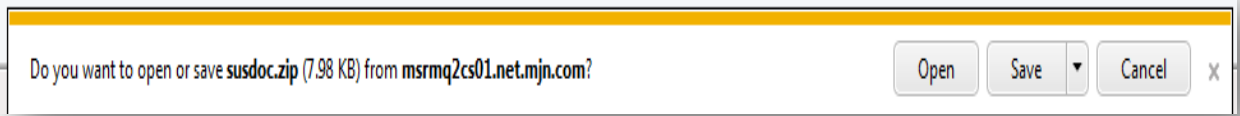
List of Purchase Orders

Print Download

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

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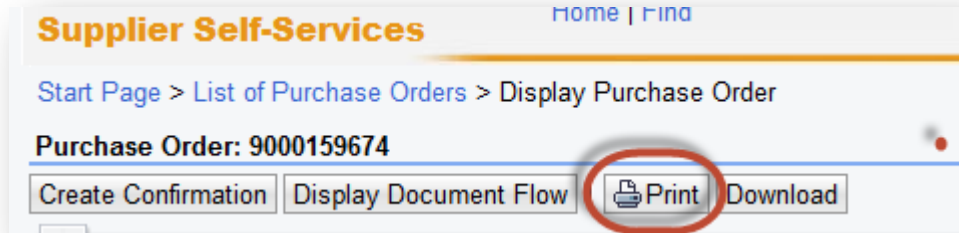
- The file will download as a zip file which contains a “.csv” and an “.xml” file for each of the documents selected. You will have the open to “Open” or “Save”.



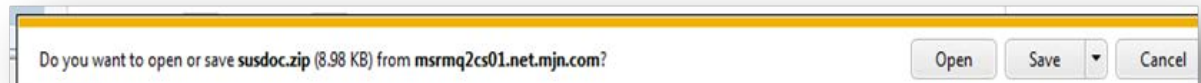
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Printing a Purchase Order

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

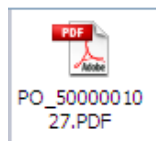


2. Another window will open at the bottom of the screen asking if you want to "Open or Save". Click "Save" to save the zip file to your local hard drive. The zip file will contain the PO in a PDF format.



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.