



## Supplier Portal Access Form

### Form Instructions

\* Designates a Required Field

Complete this form and email it to: [mjnscmna@mjn.com](mailto:mjnscmna@mjn.com)

If you need assistance completing this form, please call 1-888-339-9491 and select "Supplier" and then option "3"

**IMPORTANT: Suppliers must setup back-up users on the portal to cover vacations and leaves of absence.**

### Company Information

Supplier Portal Status* (select one)	<input type="checkbox"/> We are an existing Portal Supplier <input type="checkbox"/> We are requesting to be a new Portal Supplier
Company Name*	
Supplier Number* (8-characters, begins with 3 or 4)	
eBuy Purchase Order Number (if Supplier # unknown)	

### Supplier Portal Primary User for Purchase Orders

**Note: This contact will be setup to receive purchase order notifications.**

Full Name*	
Email Address*	
Phone Number*	
Supplier Portal Role* (select one, see definitions below)	<input type="checkbox"/> Purchase Order Collaboration and Accounts Receivable Manager <input type="checkbox"/> Purchase Order Collaboration Manager only

### Additional User #1

Request Type	<input type="checkbox"/> Add User <input type="checkbox"/> Change User <input type="checkbox"/> Remove User
Full Name	
Email Address	
Phone Number	
Supplier Portal Role (select one, see definitions below)	<input type="checkbox"/> Purchase Order Collaboration and Accounts Receivable Manager <input type="checkbox"/> Purchase Order Collaboration Manager only <input type="checkbox"/> Accounts Receivable Manager only

### Additional User #2

Request Type	<input type="checkbox"/> Add User <input type="checkbox"/> Change User <input type="checkbox"/> Remove User
Full Name	
Email Address	
Phone Number	
Supplier Portal Role (select one, see definitions below)	<input type="checkbox"/> Purchase Order Collaboration and Accounts Receivable Manager <input type="checkbox"/> Purchase Order Collaboration Manager only <input type="checkbox"/> Accounts Receivable Manager only

### Additional User #3

Request Type	<input type="checkbox"/> Add User <input type="checkbox"/> Change User <input type="checkbox"/> Remove User
Full Name	
Email Address	
Phone Number	
Supplier Portal Role (select one, see definitions below)	<input type="checkbox"/> Purchase Order Collaboration and Accounts Receivable Manager <input type="checkbox"/> Purchase Order Collaboration Manager only <input type="checkbox"/> Accounts Receivable Manager only

### Supplier Comments

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### Supplier Portal Role Definitions

<b>Purchase Order Collaboration Manager</b>	Receive purchase orders Perform PO response/acknowledgement Confirm completion of service Perform invoice and credit memo entry Search for and download POs, invoices, confirmations, goods receipts
<b>Accounts Receivable Manager</b>	View invoice and payment status