



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.

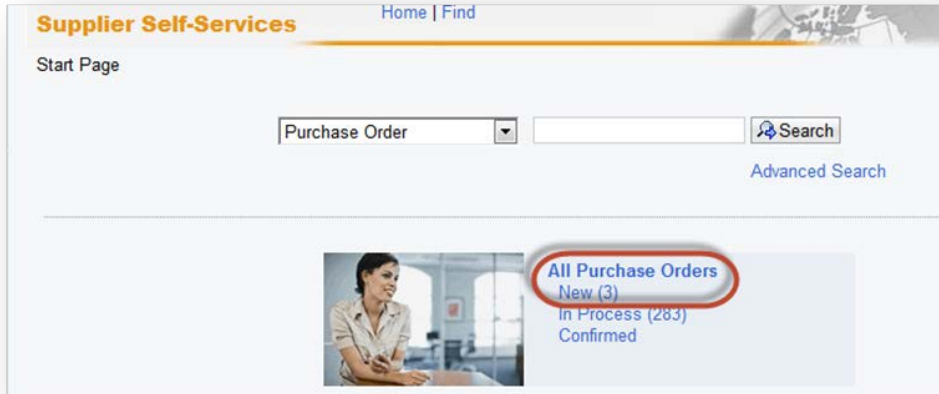
Pre-Requisites:

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.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.

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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 use a PO Search.

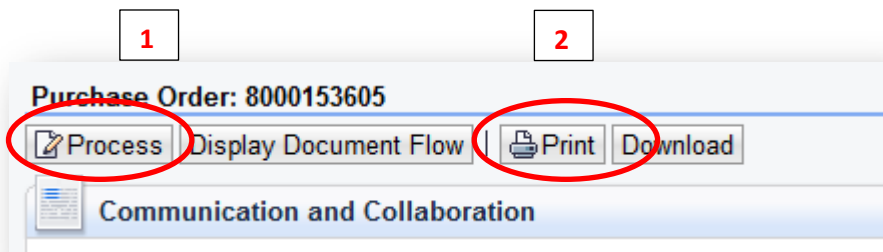


4. The “List of Purchase Orders” is displayed. Click on the “Document Number” to view the PO. The “Total Value” displays as 0.00 because a Value Limit type of PO item can be used for performing multiple service confirmations and be invoiced multiple times.

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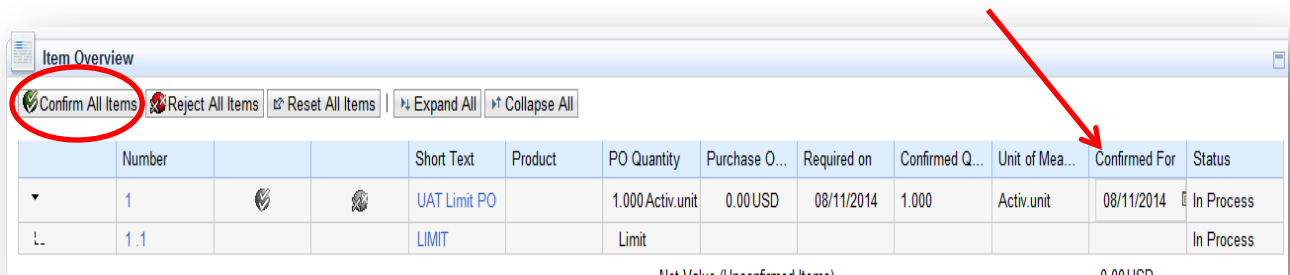
6. Review the purchase order details. To see the total value of the PO, click on “Print”.

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”.

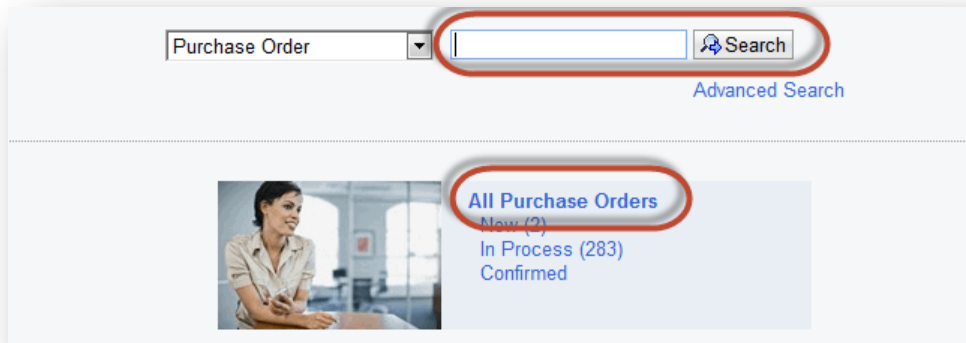
Additional Notes related to PO Response/Acknowledgement

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#).

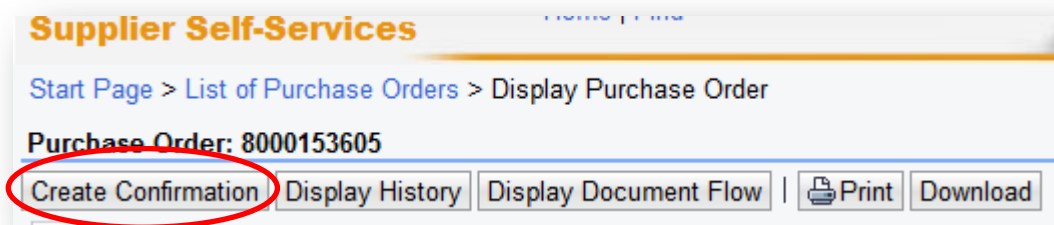
Note: The value of the order will show as “0.00” in the “Total Value” column for a Limit Value/ Blanket PO. You can view the PO value in the Print Preview or when you print the PO. Refer to section above for the steps to print and save the PO as a PDF document.

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.

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	In Process				UAT Limi...					0.00 USD	
1.1					LIMIT			Activ.unit	Activ.unit		
1.2	In Process	Service	Standard...			0.000	Activ.unit	0.000	0.000	0.00 USD	

Note: If you create multiple lines on one confirmation you MUST invoice each line separately.
 If you fail to follow this process, your invoice may be rejected and you will be required to repost separate invoices.

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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.

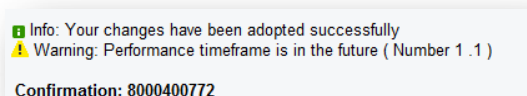
d. Click "Update Prices".

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.



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

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updated in the Supplier Portal and can be viewed by clicking on “All Confirmations”.

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

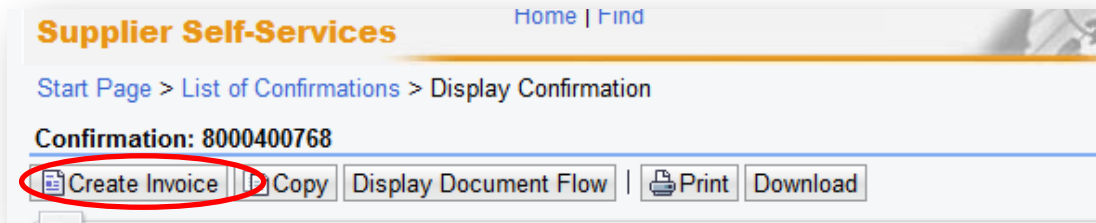


4. Click on the “Number” to open the desired confirmation.

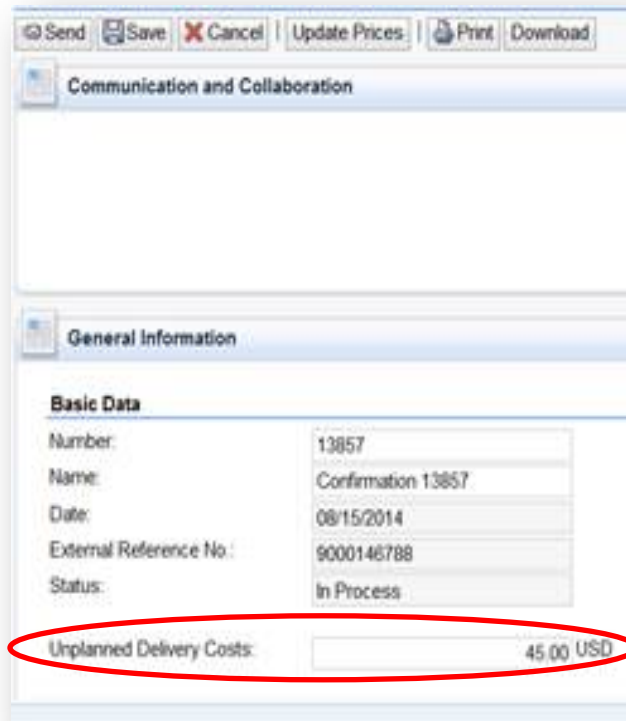
List of Approved Confirmations					
Print		Download			
Number	Name	Date	Total Value	Status	
8000400768	Enter Document Name Here	08/14/2014	1,000.00USD	Accepted by Customer	
0000000000	57070	01/01/2014	500.00USD	Accepted by Customer	

5. The “Display Confirmation” screen is displayed.

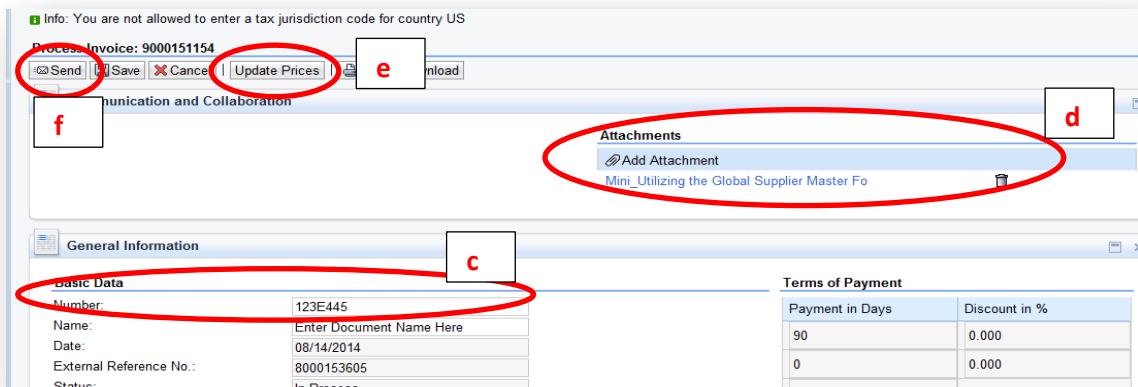
a. Click “Create Invoice” button.



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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