

SUPPLIER PORTAL GUIDE: ACCOUNTS RECEIVABLE STATUS

Version 3.0

Date: December 18, 2017

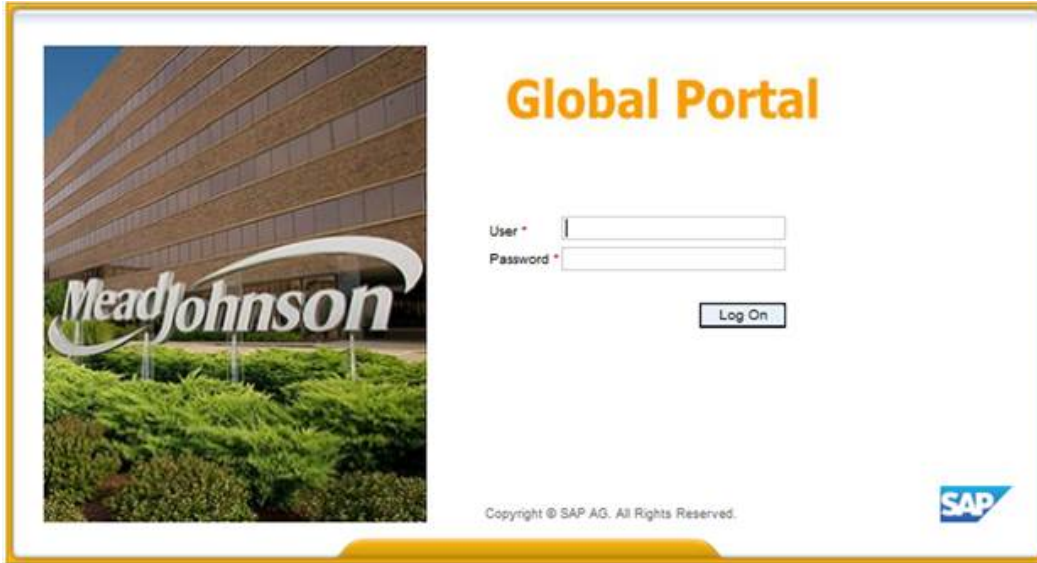
Contents

Logging In Portal and AR Tab.....	3
Accounts Receivable Manager Overview.....	4

- Step by step Instructions to view payment information.

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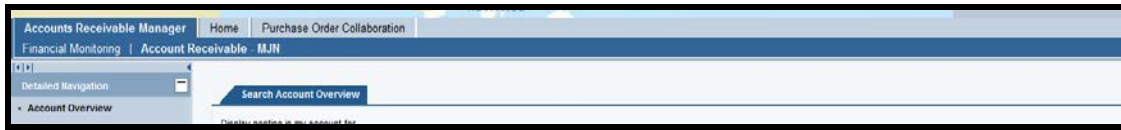
This will be the log in screen for the MJN Portal.



Enter log in credentials. Select “Log On” button.

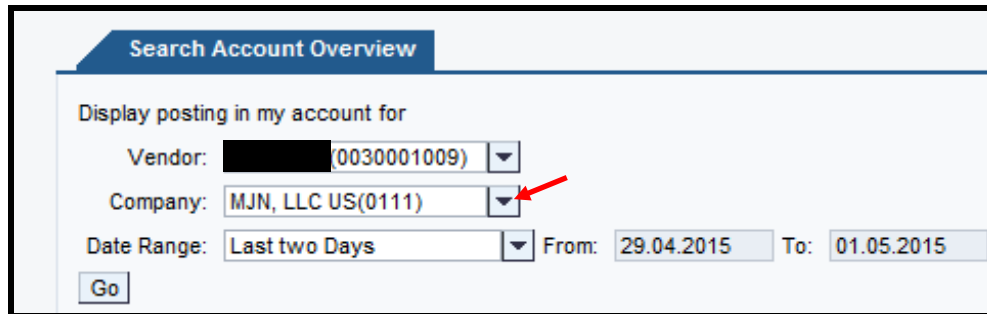
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For suppliers with Accounts Receivable Manager role, the screen below will appear once logged in.

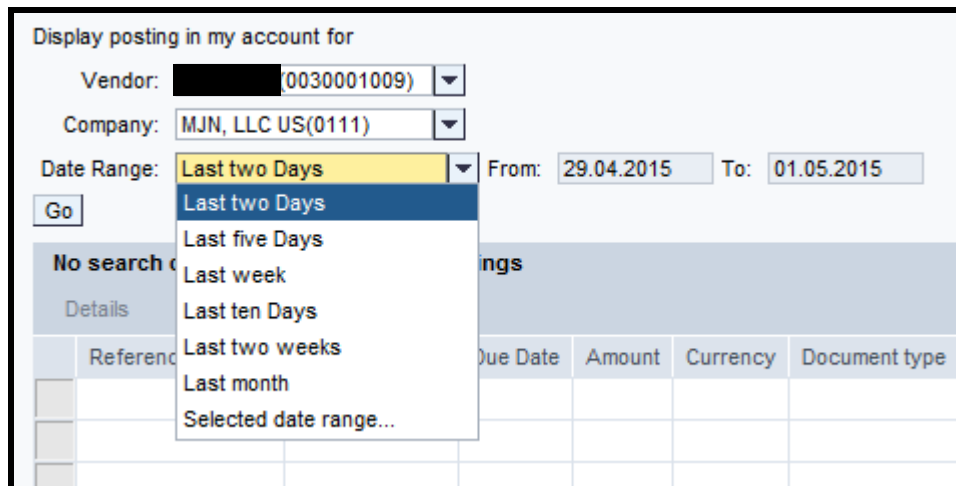


Select the Accounts Receivable - MJN tab.

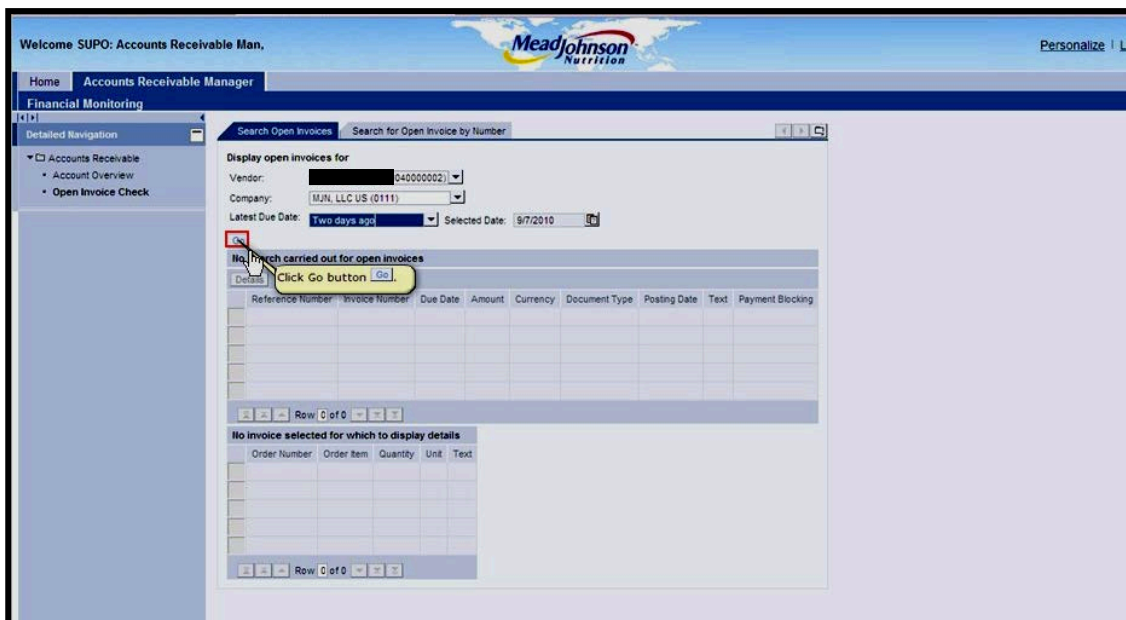
- 1.1. For Company information select the appropriate region to obtain the correct payment information.
 - 1.1.1. If company does business with only MJN US, that company will default.
 - 1.1.2. Use the drop-down to find region other than US. (Regions will be sorted numerically.)



- 1.2. Select "Date Range" using drop-down.
- 1.3. Select "Go".



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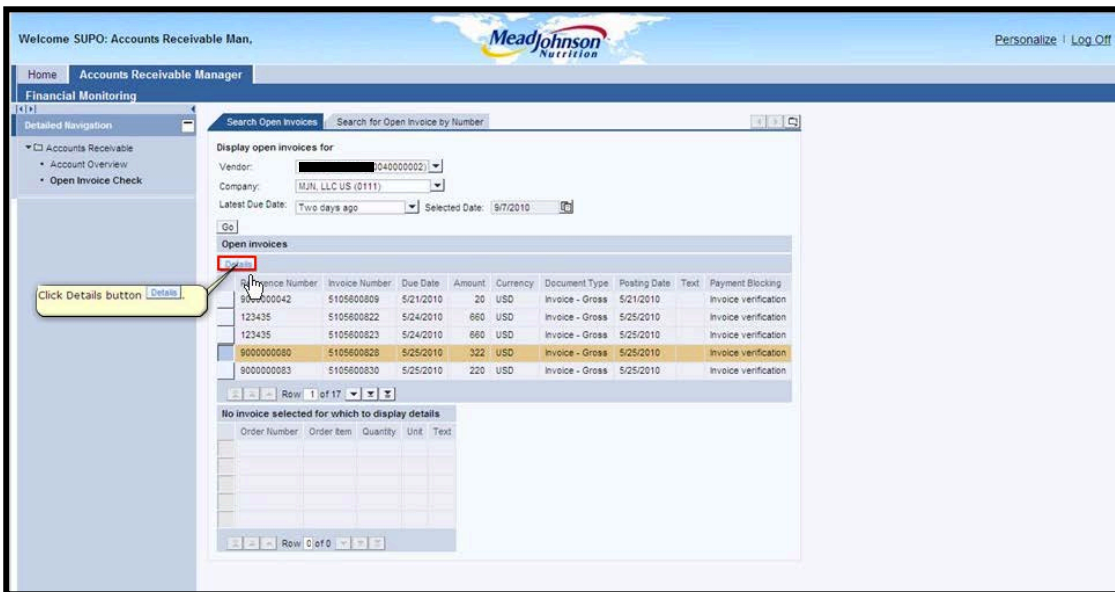
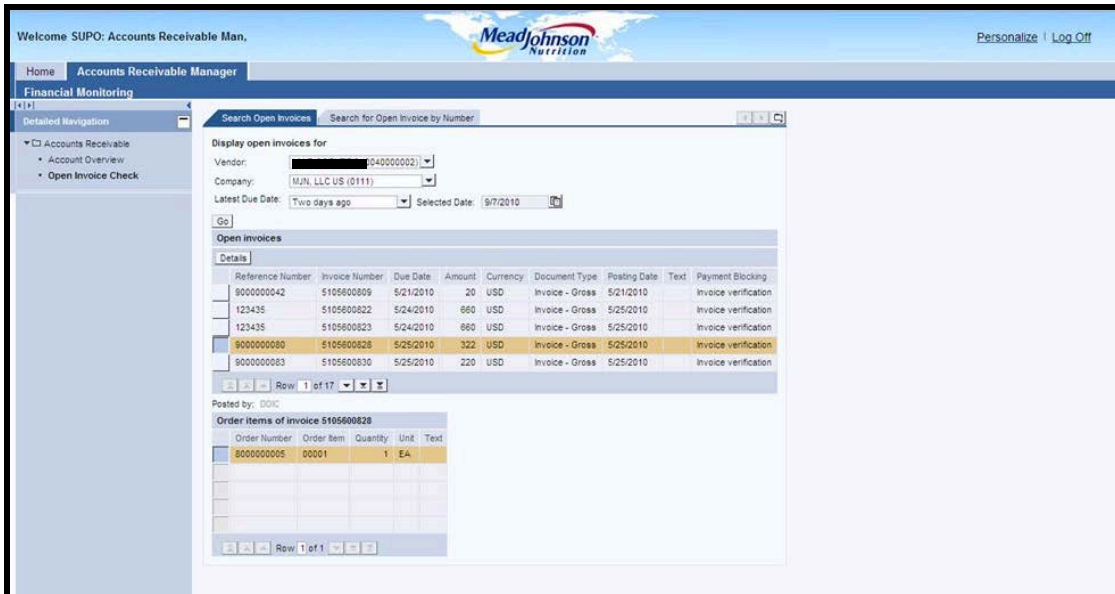


Field names and descriptions that will be displayed after selecting “Go.”

- **Reference Number** – Invoice number entered by a supplier during creation of the Invoice/Credit memo.
- **Invoice Number** – This is a MJN system generated document number and not the actual supplier invoice number.
- **Due Date** – Based on the PO/invoice payment terms, this date will reflect the approximate date for payment from MJN.
- **Amount** – Gross amount of invoice to be paid.
- **Document Type** –
 - “Z” document types are invoices.
 - “ZP” document types are payments. – clearing document number assigned when payment is made and clearing date indicates date of payment.
- **Posting Date** – Date invoice was posted by supplier.

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Highlight the invoice line and select “details” button to see the corresponding purchase order information.



Invoice Details.

- **Purchasing Document** – MJN purchase order number.
- **Item** – PO line number.
- **Quantity** – PO quantity.
- **Order Unit** – Unit of measure used.
- **Text** – Pertinent information assigned by Mead Johnson.

END-OF-DOCUMENT

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