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  - Step by step Instructions to view payment information.
This will be the log in screen for the MJN Portal.

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

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