



# MEAD JOHNSON NUTRITION SUPPLIER PORTAL

DEC 15, 2017– Version 1

*Processing a  
Free Text Material  
Type Purchase  
Order*

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## 1. Goods and Materials PO Scenario Description

- 1.1. A “Goods” purchase order is one that has been created for the procurement of Goods/Materials.
- 1.2. The purchase order contains the description, value and unit of measure in the PO item.
- 1.3. Purchase order items created with a quantity of “1” can only be acknowledged and invoiced in full.
- 1.4. Purchase order items with a quantity greater than “1” can be acknowledged and invoiced partially.
- 1.5. The table below depicts the process flow for this scenario in its entirety; however, this training document is only specific to the responsibilities of the Supplier, highlighted below in blue.

\*Suppliers are responsible for the transactions highlighted in blue.

Steps	Transaction	Responsible	Brief Description
1	Create Shopping Cart	MJN Requester	MJN Requester creates a shopping cart. The shopping cart is created using “Material” as the type.
2	Create PO	IBM Ops Team	IBM Ops Team 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). <b>Note:</b> PO Response is a required action. Failure to perform a timely and accurate PO Response will result in continued follow- up by the MJN Procurement team and also prevent any subsequent transactions such as goods receipt and invoicing.
4	Create Invoice/ Credit Memo	Supplier	The supplier creates the invoice once the actual goods or materials have been delivered to the MJN Requester.
5	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”

## 2. Key Terms/Acronyms

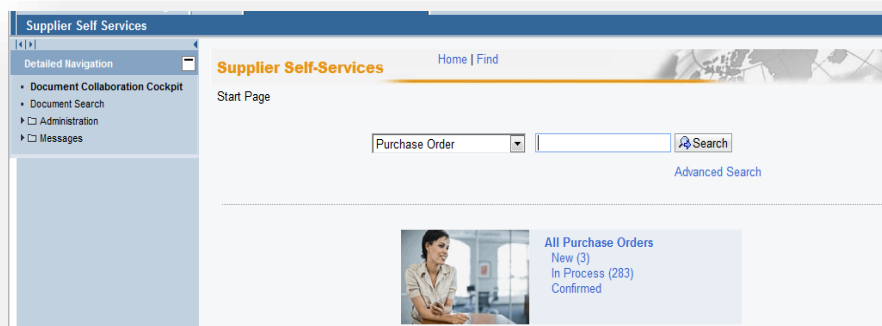
Term	Description
Goods/Material PO	Goods/Material POs refer to purchase orders that have been created for "Material" type of items.
MJN	Mead Johnson Nutrition
IBM Ops Team	The IBM Ops Team who has creates the purchase order based on the purchase requisition from an approved shopping cart.
MJN Requester	The business or contact MJN who has requested or created the shopping cart for the goods/services in the MJN e-Buy system.
PO	Purchase Order
SC	Shopping Cart

## 3. Pre-Requisites

- 3.1. Supplier is setup on the MJN Supplier Portal.
  - 3.1.1. Portal URL and access (User ID and Password) has been provided to the supplier.
  - 3.1.2. For any new supplier setup or 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>.
- 3.2. Supplier is able to login to the Portal and view all web pages.
  - 3.2.1. 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.
  - 3.2.2. If required, contact your company's Technical Support team to ensure that all web pages in the Supplier Portal are functioning properly.

## 4. Selecting The Purchase Order

- 4.1. Login to the Portal using your User ID and Password.
- 4.2. Click "Purchase Order Collaboration".
- 4.3. Click "Supplier Self Services".
- 4.4. Click on "All Purchase Orders" or use "Purchase Order Search".



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- 4.5. The “List of New Purchase Orders” is displayed.
- 4.6. Click “External Reference No.” (PO number) to view the PO details.

List of New Purchase Orders

Print Download

External Reference No.	Number	Name	Date	Total Value	Status
9000159674	5000110393	PO	08/01/2014	0.00 USD	New
9000159640	5000110377	PO	07/23/2014	11,145.38 USD	New
9000159459	5000110124	PO	04/25/2014	2,100.80 USD	New

## 5. Perform Purchase Order Response (Acknowledgement)

- 5.1. Select the PO you want to acknowledge (confirm).
- 5.2. Click “Process”.

Supplier Self-Services Home | Find

Start Page > List of Purchase Orders > Display Purchase Order

Purchase Order: 8000153604

Process Display Document Flow | Print Download

Communication and Collaboration

- 5.3. A new window will open. Review the purchase order details such as item description, delivery date, price, quantity and unit of measure.



If you find a discrepancy with any PO details, do not make the selection in the system to “Reject All Items”. Please contact the Buyer listed on the purchase order. Once a PO change is issued, it will require your response/acknowledgement before proceeding further.

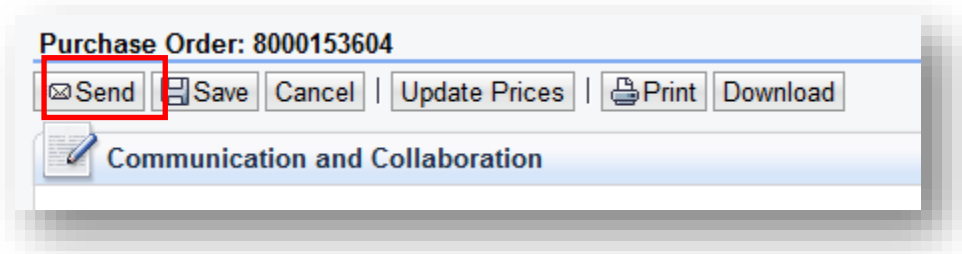
- 5.4. If acknowledging a PO with no discrepancies, click “Confirm All Items”.

Confirm All Items Reject All Items Reset All Items

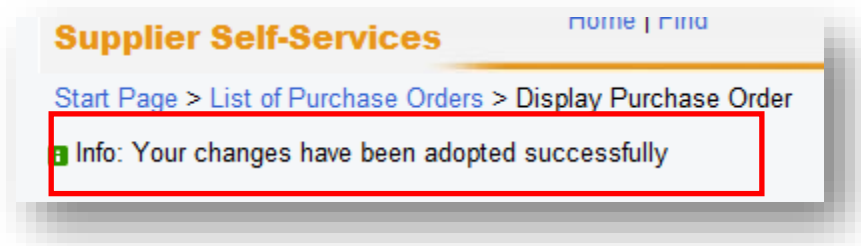
Number			Short Text	Product	PO Quan...	Purchase...	Required on	Confirmed Quantity	Unit of...	Confirmed For	S
10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	UAT materia		10 each	500.00 USD	08/20/2014	10	each	08/20/2014	1..
Net Value (Unconfirmed Items)									500.00 USD		
Net Value (Confirmed Items)									0.00 USD		
Net Value (Total of all Items)									500.00 USD		

Note: If the “confirmed for” date has passed, it will need to be updated with today’s date or a future date. Otherwise, an error will occur. \*See attached work instruction on how to change “confirmed for date”.

5.5. At the top of the screen and click "Send".



5.6. A message will display if the acknowledgement was successful.



## 6. Additional Notes related to PO Response/Acknowledgement

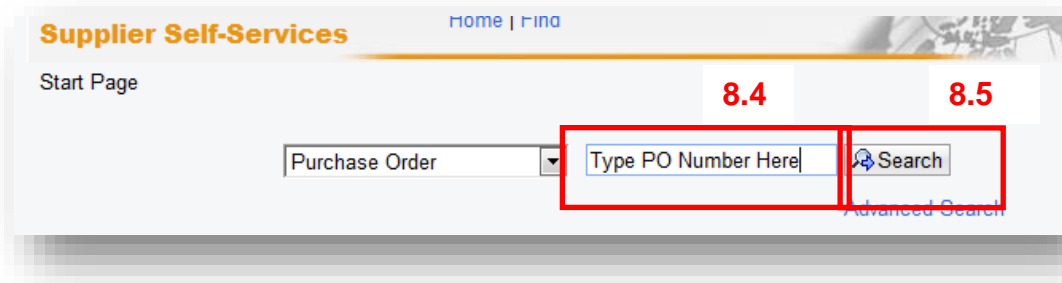
- 6.1. You may encounter warning messages when processing a Purchase Order response/acknowledgement.
  - 6.1.1. Messages displayed with a red (!) icon will prevent you from submitting the PO response/acknowledgement.
  - 6.1.2. Messages displayed with a yellow triangle are warning messages but will not prevent you from submitting the PO response.

## 7. Create Invoice

- 7.1. **IMPORTANT:** Portal suppliers must submit invoices through the portal. Hard-copy invoices will be rejected.
- 7.2.

## 8. Invoice Based on PO Response/Acknowledgement

- 8.1. Login to the Portal with your User ID and Password.
- 8.2. Click "Purchase Order Collaboration".
- 8.3. Click "Supplier Self Services".
- 8.4. Enter PO number in search field.



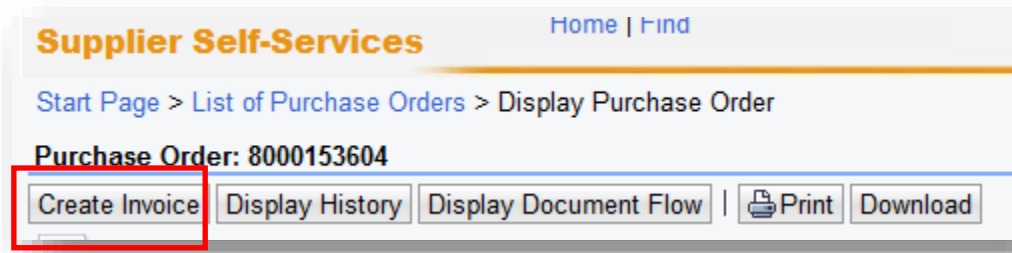
- 8.5. Click "Search".
- 8.6. Click "External Reference No." (PO number) to open the confirmed purchase order for invoicing.
- 8.7. **IMPORTANT:** Please ensure that the "Status" of the document number is "Confirmed" in order to prevent processing errors which may delay payment.

List of Purchase Orders

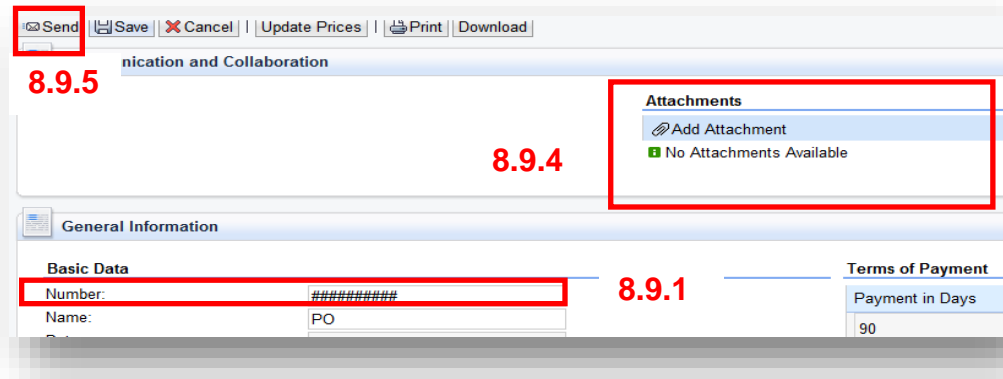
Print | Download

External Reference No.	Number	Name	Date	Total Value	Status
8000153604	5000110404	PO	08/11/2014	500.00 USD	Confirmed

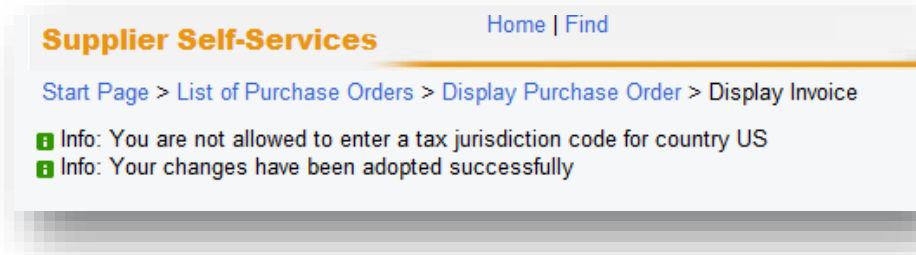
- 8.8. Click "Create Invoice".



- 8.9. The system will default the values from the PO response/acknowledgement.
  - 8.9.1. Insert the Invoice number.
  - 8.9.2. Verify the quantity to invoice.
  - 8.9.3. If PO has not been completely delivered, update the quantity to match delivery.
  - 8.9.4. Attach a copy of the invoice by clicking "Add Attachment".
  - 8.9.5. Click "Send" for the invoice to post in the system.



- 8.9.6. **Caution:** Before sending the invoice, verify that the invoice Net Value is greater than zero. Posting invoices with a zero amount will cause rework as those invoices must be canceled.
- 8.9.7. The successful message will display indicating the invoice was successfully submitted.



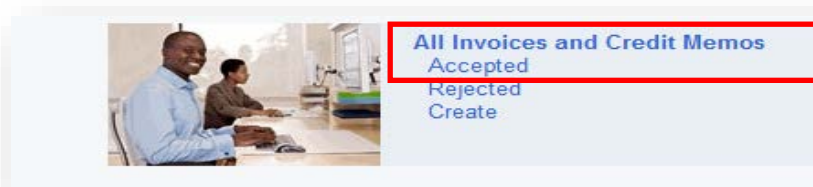
## 9. Invoice Status Values – Brief Descriptions

- 9.1. **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.
- 9.2. **Document Sent:** This status is set automatically when you choose Send. The invoice is sent to MJN A/P.
- 9.3. **Rejected By Customer:** This status is set automatically when an invoice is rejected by Accounts Payable.
  - 9.3.1. **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.

## 10. Create Credit Memo

- 10.1. Certain situations warrant the need to create a credit memo for an invoice.
- 10.2. Suppliers can create a credit memo against the original invoice in its entirety, if payment is pending.
  - 10.2.1. Click “Supplier Self Services”.
  - 10.2.2. Click “All Invoices and Credit Memos”.

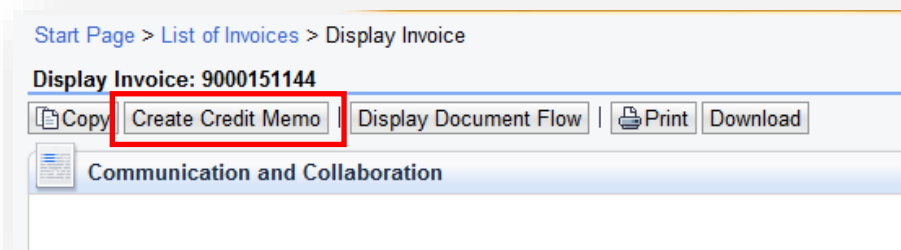




10.2.3. Click “Number” (invoice number) to open the purchase order.

Type	Number	Name	Date	Status	Gross Price
Invoice	123456	PO*	08/14/2014	Document Sent	500.00USD
Invoice	TESTINV2	PO	08/01/2014	Document Sent	7,836.60USD

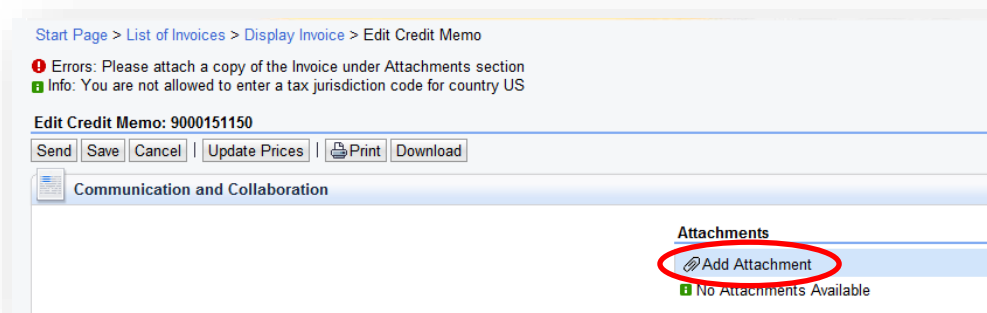
10.2.4. Click “Create Credit Memo”.



10.2.5. The system will copy all details from the original invoice and propose data for creating the credit memo.

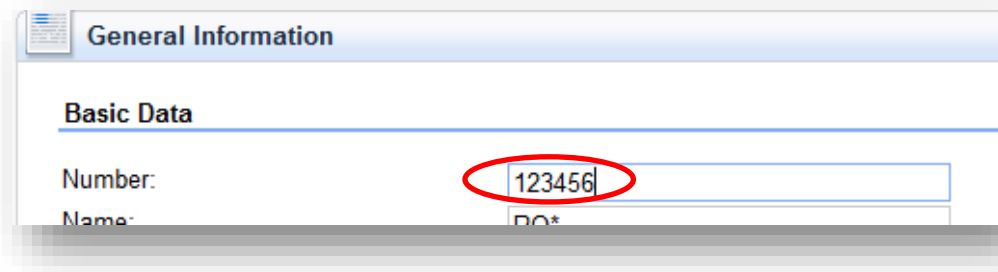
10.2.6. Please review all details, making necessary updates.

10.2.7. Attach the credit memo by clicking “Add Attachment”.



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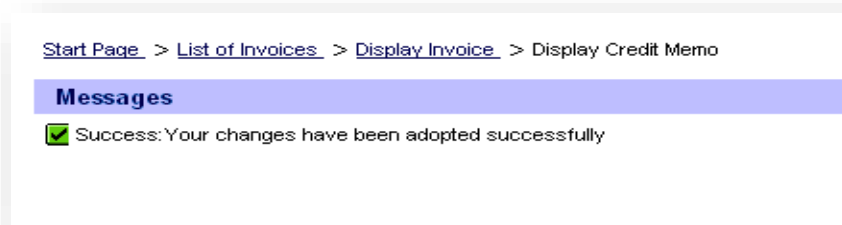
10.2.8. Assign a credit memo number to the “Number” field.



The screenshot shows a web form titled "General Information". Under the "Basic Data" section, there are two input fields. The first field is labeled "Number:" and contains the value "123456", which is circled in red. The second field is labeled "Name:" and contains the value "DO\*".

10.2.9. Click “Send”.

10.2.10. The following message indicates that the credit memo is successfully created.



The screenshot shows a breadcrumb trail: [Start Page](#) > [List of Invoices](#) > [Display Invoice](#) > Display Credit Memo. Below this is a blue header labeled "Messages". Underneath, there is a green checkmark icon followed by the text "Success: Your changes have been adopted successfully".

10.2.11. Contact Accounts Payable if the invoice has been paid and a credit memo is required.

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