



# MEAD JOHNSON NUTRITION SUPPLIER PORTAL

Dec 15, 2017 – Version 1

*One Time Only Free  
Text Service Type  
Purchase Order*

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## 1. Planned Service Scenario Description

- 1.1. A “Planned Service” purchase order is one that has been created for a specific service.
- 1.2. The purchase order contains the description of the service, one time value, quantity and unit of measure in the PO item.
- 1.3. Purchase order items created with a quantity of “1” can only be confirmed and invoiced in full.
- 1.4. The diagram 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.

Step	Transaction	Responsib	Brief Description
1	Create Shopping Cart	MJN Requester	MJN Requester creates a shopping cart. The shopping cart is created using “Service” as the type.
2	Create PO	IBM Ops Team	IBM Ops team creates 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	Confirm Completion of Service	Supplier	Upon completion of the service the supplier creates a confirmation in the Portal by updating the quantity that represents the service rendered.
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 can accept or reject it. <b>IMPORTANT:</b> 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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## 2. Key Terms/Acronyms

Term	Description
Confirmation	The Portal entry used by suppliers to confirm the completion of the service. This is step 4 in the transaction flow on page 3.
MJN	Mead Johnson Nutrition
IBM OPS Team	The IBM Ops Team who creates the purchase order based on the purchase requisition from an approved shopping cart.
MJN Requester	The business or contact person at MJN who has requested or created the shopping cart for the goods/service in the MJN e-Buy system.
PO	Purchase Order
SC	Shopping Cart
Service PO / Planned Service PO	Service/Planned Service POs refer to purchase orders that have been created for "Service" type of items.

## 3. Pre-Requisites

- 3.1. The Supplier is setup on the MJN Supplier Portal.
- 3.2. Portal URL and access (User ID and Password) has been provided to the Supplier.
- 3.3. 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>.
- 3.4. The Supplier is enabled to login to the MJN Supplier Portal and is able to view all web pages.
- 3.5. For 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.
- 3.6. 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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## 4. Selecting the Purchase Order

- 4.1. Login to the Portal using the User ID and Password.
- 4.2. Click "Purchase Order Collaboration".
- 4.3. Click "Supplier Self Services".
- 4.4. Click "All Purchase Orders." (Also, search by specific purchase order number.)

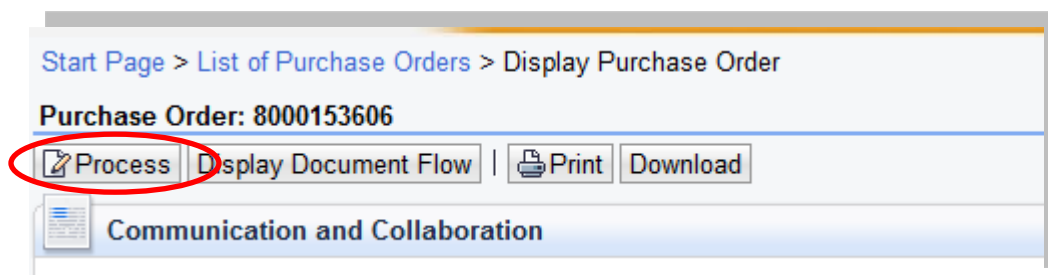


- 4.5. The "List of New Purchase Orders" screen is displayed.
- 4.6. Click "External Reference No" to view the PO.

The screenshot shows a table titled 'List of New Purchase Orders'. It has columns for 'External Reference No', 'Number', 'Name', 'Date', 'Total Value', and 'Status'. Two rows are highlighted with a red border:

External Reference No	Number	Name	Date	Total Value	Status
9000159671	5000110391	PO	08/01/2014	40,027,114.40USD	New
9000159670	5000110390	PO	08/01/2014	3,525,480.00USD	New

- 4.7. Click "Process".

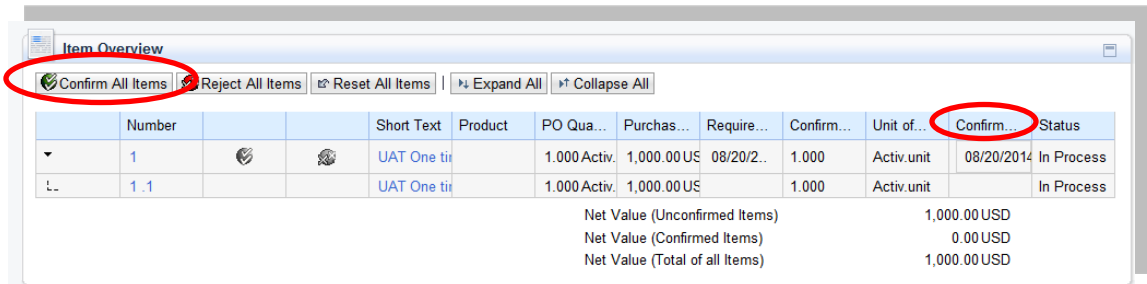


- 4.8. A new window will open; review the purchase order details such as item description, delivery date, price, quantity and unit of measure.

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## 5. PO Response (Without Change)

- 5.1. To accept the PO click “Confirm All Items”.
- 5.2. 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 of how to change confirmed for date.
- 5.3. Click “Send”.
- 5.4. See attached work instruction on how to change “confirmed date”.



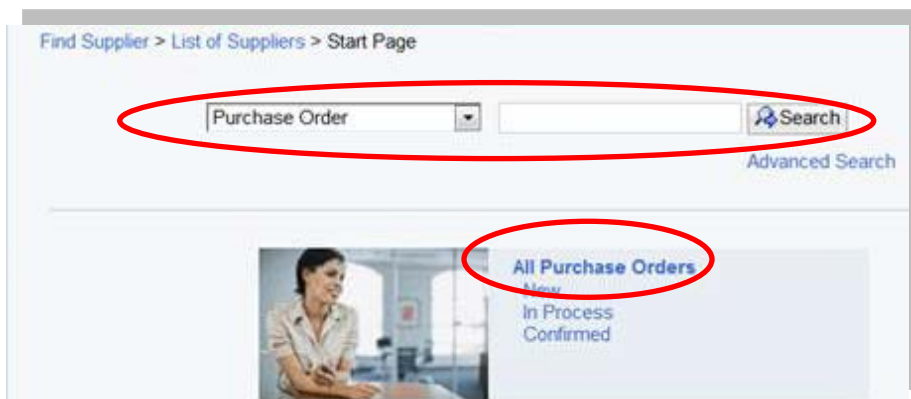
- 5.5. A confirmation will display in GREEN as noted “Your changes have been adopted successfully”.

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

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

## 7. Confirm Completion of Service

- 7.1. Login to the Portal using your User ID and Password.
- 7.2. Click “Purchase Order Collaboration”.
- 7.3. Click “Supplier Self Services”.
- 7.4. Click “All Purchase Orders” or use PO Search.



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7.5. Click the “External Reference No.” to open the PO.

External Reference No.	Number	Name	Date	Total Value	Status
8000153606	5000110403	PO	08/11/2014	1,000.00USD	Confirmed

7.6. Click “Create Confirmation”.

**Purchase Order: 8000153606**

Create Confirmation | Display History | Display Document Flow | Print | Download

Communication and Collaboration

7.7. Enter the “Name” for the services that have been rendered.

**Confirmation: 8000400770**

Confirm | Save | Cancel | Print | Download

Communication and Collaboration

General Information

**Basic Data**

Confirmation:	8000400770
Name:	ENTER REFERENCE NAME
Date:	08/15/2014
Purchase Order No.:	8000153606
Status:	Created

7.8. Click the service line item “1.1”.

Number	Status	Product	Produc...	Line Type	Descr...	Quantity	Unit of...	Quantit...	Open	Net Value	Item S...	
1	In Proc...				UAT O...					0.00 USD		<input type="checkbox"/>
1.1	In Proc...		Service	Standa...	UAT O...	0.000	Activ.unit	1.000 Activ	1.000 Activ	0.00 USD		<input type="checkbox"/>

Net Value 0.00 USD

7.9. Under General Information:

7.9.1. Enter the quantity of “1”.

7.9.2. Click “Update Prices”.

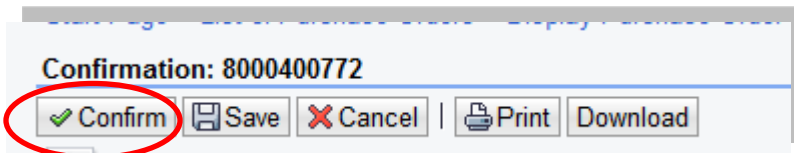
7.9.3. The “Net Value” will update.

7.9.4. **IMPORTANT:** In the example below, the ordered and acknowledged quantity is “1” and can only be confirmed in full with the quantity of “1”.

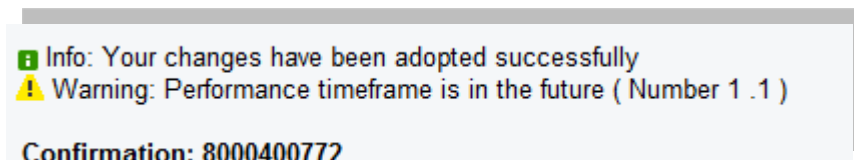
Number	Description	Quantity	Unit of Measure	Quantity Ordered	Open	Net Value
1.1	UAT One time only	1.000	LE	1.000 Activ.unit	1.000 Activ.unit	1,000.00 USD

7.9.5. Click “Back to Item Overview” in the top right corner.

7.9.6. Click “Confirm”.



7.9.7. You will receive the following message.





## 8. Accept/Reject Service Confirmation (MJN Action)

- 8.1. This action is not performed by the Supplier.
- 8.2. The MJN Requester will receive an email notification once the confirmation is submitted successfully by the supplier.
- 8.3. The MJN Requester will need to accept or reject the confirmation in the MJN e-Buy system.
- 8.4. Depending upon the action taken by the MJN Requester, the status of the confirmation is updated in the Supplier Portal and can be viewed by clicking on the “All Confirmations” section.

## 9. Confirmation Status

- 9.1. **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.
- 9.2. **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 the acceptance of the confirmation is required before submitting an invoice.
- 9.3. **In Process** – Supplier started the confirmation process but has 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

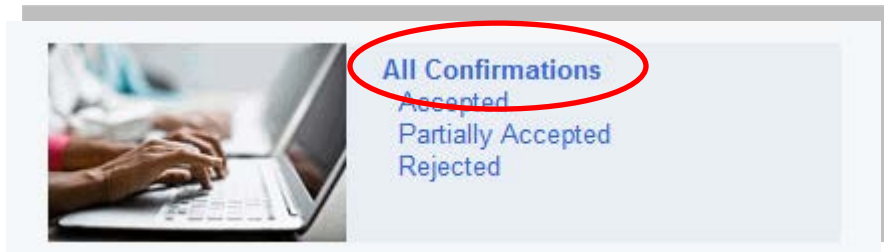
- 9.4. **Accepted by Customer** – The confirmation supplier sent was “Accepted by Customer” (the MJN Requester) and supplier can proceed with submitting an invoice.

Document Type	Number	Document Name	Document Date	Status	Total Value
Purchase Order	5000110403	PO	08/11/2014	Confirmed	1,000.00USD
Confirmation	8000400772	ENTER YOUR REFERE...	08/15/2014	Accepted by Customer	1,000.00USD

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## 10. Create Invoice – For PO with Confirmation in Accepted Status

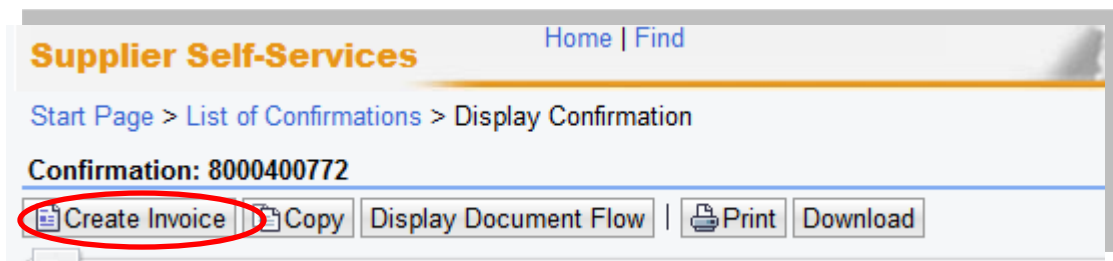
- 10.1. **IMPORTANT:** Portal suppliers must submit invoices through the portal. Hard-copy invoices will be rejected.
- 10.2. Login to the Portal with the “User Id” and “Password”.
- 10.3. Click “Purchase Order Collaboration” and “Supplier Self Services”.
- 10.4. Under “All Confirmations” click on “Accepted”.
- 10.5. **IMPORTANT:** For Planned Service POs, all Invoices created must use the “All Confirmation” option **ONLY**. Do not use the any other option as it may cause errors in processing and potentially delay payment.



- 10.6. Click “Document Type” to open the desired confirmation.

Document Type	Number	Document Name	Document Date	Status	Total Value
Purchase Order	5000110403	PO	08/11/2014	Confirmed	1,000.00 USD
Confirmation	8000400772	ENTER YOUR REFERE...	08/15/2014	Accepted by Customer	1,000.00 USD

- 10.7. Click “Create Invoice” button.



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10.8. With “One Time Only” orders a supplier may incur “Unplanned Delivery Costs”; if applicable enter the amount.

Basic Data	
Number:	ENTER INV#
Name:	ENTER YOUR REFERENCE #
Date:	08/15/2014
External Reference No.:	8000153606
Status:	In Process
Unplanned Delivery Costs:	20.00 USD

10.9. Enter the invoice number in the “Number” field.

10.10. **IMPORTANT:** The invoice number that the supplier enters into the “Invoice” field is carried forward as the “Reference Number” in Accounts Receivable Manager. Entering a recognizable value in this field will assist in viewing subsequent invoice and payment information.

10.11. Attach the invoice copy.

10.12. Click “Update Prices” to refresh the screen.

10.13. Click “Send”.

Info: You are not allowed to enter a tax jurisdiction code for country US

Process Invoice: 9000151158

Send Save Cancel Update Prices Print Download

Communication and Collaboration

Attachments

Add Attachment

Mini\_Supplier e-Enablement.docx

General Information

Basic Data		Terms of Payment	
Number:	ENTER INV#	Payment in Days	Discount in %
Name:	ENTER YOUR REFERENCE #	90	0.000

10.14. The message will display indicating the invoice was successfully submitted.

Info: Your changes have been adopted successfully

[Display Invoice: 9000151158](#)

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## 11. Invoice Status Values – Brief Descriptions

- 11.1. **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.
- 11.2. **Document Sent:** This status is set automatically when you choose “Send”. The invoice is sent to MJN A/P.
- 11.3. **Rejected by Customer:** This status is set automatically when an invoiced is rejected by Accounts Payable.
  - 11.3.1.1. **Note:** In the case where an invoice must be resubmitted, reject the original invoice or contact Accounts Payable. This will change the status of the invoice to “Rejected By Customer” and allow for resubmission.

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