

MEAD JOHNSON NUTRITION SUPPLIER PORTAL

Dec 15, 2017 – Version 2.2

*Preparing To
Process a Purchase
Order*

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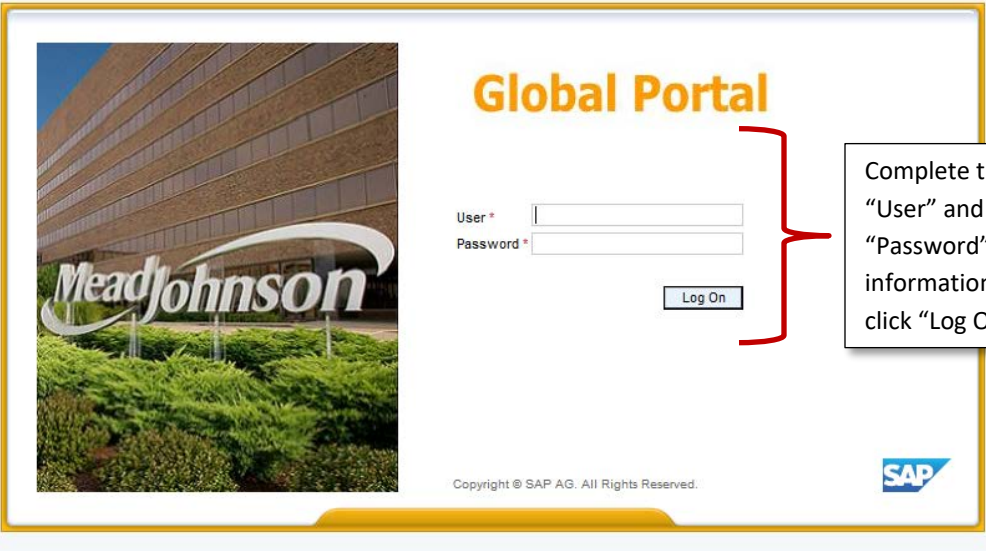
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1. Supplier Portal Password Rules

- 1.1. Passwords must have the following characteristics:
 - 1.1.1. Six or more characters in length.
 - 1.1.2. Contains at least one number (0-9).
 - 1.1.3. Cannot start or end with a number (0-9).
 - 1.1.4. Must be different from the last 12 passwords.

2. Supplier Portal Login Process

- 2.1. Login to the Supplier Portal by either clicking the link contained in the email notification, or copy and paste the following URL into your internet browser: <https://ep.mjnportal.mjn.com/iri/portal/>
 - 2.1.1. Please add this URL to your Favorites.
- 2.2. Start the procedure from the following screen.



Global Portal

User *

Password *

Log On

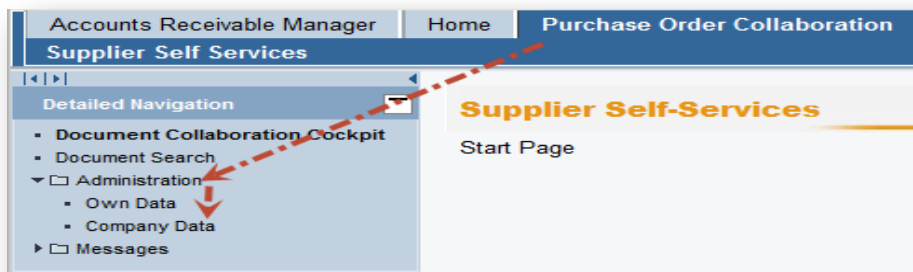
Complete the "User" and "Password" information and click "Log On".

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SAP

3. Verify Your "Company Data"

- 3.1. Click the Purchase Order Collaboration tab >Administration link >Company Data link.



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- 3.2. The Company Data section contains important information about your company that is stored in the MJN supplier master.
- 3.3. Edits to this section will not update MJN's supplier master; therefore, if you require any updates, please contact the Customer Assistance Center (CAC) at 1-888-339-9491.
- 3.4. Complete the information in "Company Details" (items with red asterisk (*) are required).
- 3.5. Ensure that the following are correct:
 - 3.5.1. "Name of Company".
 - 3.5.2. "Language".
 - 3.5.3. "Vendor Currency" – It is important that you confirm the "Vendor Currency" setting in order to receive purchase orders and payments in the correct currency and amounts.

Supplier Self-Services Home | Find

Company Data

Change

Company Details

Replication Status: ✓ Data is synchronous

Name of Company*: [Redacted]

Other Name: [Redacted]

D-U-N-S Number: [Redacted]

Language*: English

Vendor Currency*: Canadian Dollar

- 3.6. Complete the information in "Address Data" (items with red asterisk (*) are required).
 - 3.6.1. Ensure that the following are correct:
 - 3.6.1.1. "Location".
 - 3.6.1.2. "Postal Code" (US and PR vendors need zip+4).
 - 3.6.1.3. "Country".
 - 3.6.2. If an update is required, please contact the Customer Assistance Center (CAC) at 1-888-339-9491.

Address Data

c/o: [Redacted]

Location*: MISSISSAUGA

Postal Code*: L4V 1B5

Country*: Canada

District: [Redacted]

Company Postal Code: [Redacted]

Region: Ontario

P.O. Box: [Redacted]

PO Box Country: Canada

PO Box Without Number: [Redacted]

Street Prefix: [Redacted]

Street: [Redacted]

Street Suffix: [Redacted]

House Number: [Redacted]

Floor: [Redacted]

Jurisdct. Code: [Redacted]

Building: [Redacted]

Room Number: [Redacted]

- 3.7. Complete the information in "Contact Data" (items with asterisk (*) are required).

Contact Data

Telephone Numbers			
Standard Number*	Telephone No.*	Extension	Country*
[Redacted]	[Redacted]		Canada

Fax Numbers			
Standard Number*	Fax Number*	Extension	Country*
[Redacted]	[Redacted]		Canada

E-Mail Addresses	
Standard Address*	E-Mail Address*
[Redacted]	[Redacted]

3.7.1. The “E-Mail Address” listed in this section is where email notifications will be sent.

3.7.1.1. One email address can be used for this purpose.

3.7.1.2. If a supplier requires that multiple individuals receive notifications, it should use a shared task/group ID for this purpose.

3.7.2. If an update is required, please contact the Customer Assistance Center (CAC) at 1-888-339-9491.

3.8. Review the “Tax Type*” and “Tax Number*” to ensure that all tax information has been included.

The screenshot shows a software window titled "Tax Data". Inside, there is a section labeled "Tax Numbers" containing a table. The table has two main columns: "Tax Type*" and "Tax Number*", with a small "D..." button at the end of the second column. There are three empty rows in the table, each with a dropdown arrow in the "Tax Type*" column. Below the table, there are two buttons: "New Lines" and "Delete Line".

3.8.1. If an update is required, please contact the Customer Assistance Center (CAC) at 1-888-339-9491.

3.9. Verify the “Additional Data”. The “Notification of Incoming Documents per E-Mail” listed in this section indicates how often email notifications are sent. If an update is required, contact the CAC at 1-888-339-9491.

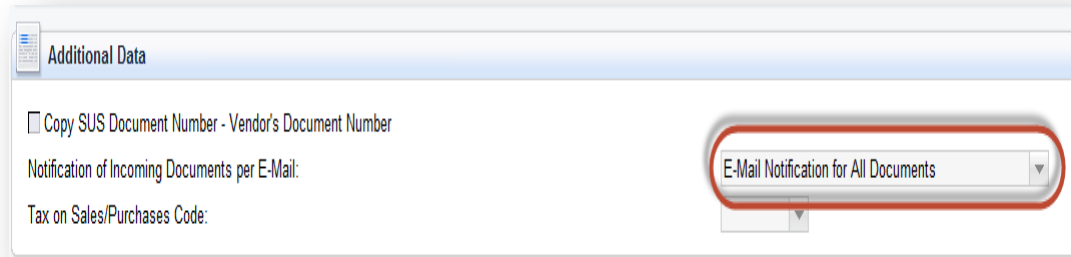
3.9.1. E-mail choices are as follows:

3.9.1.1. No E-Mail Notification.

3.9.1.2. E-Mail Notification for New Orders.

3.9.1.3. E-Mail Notification for New and Changed Orders.

3.9.1.4. E-Mail Notification for All Documents.

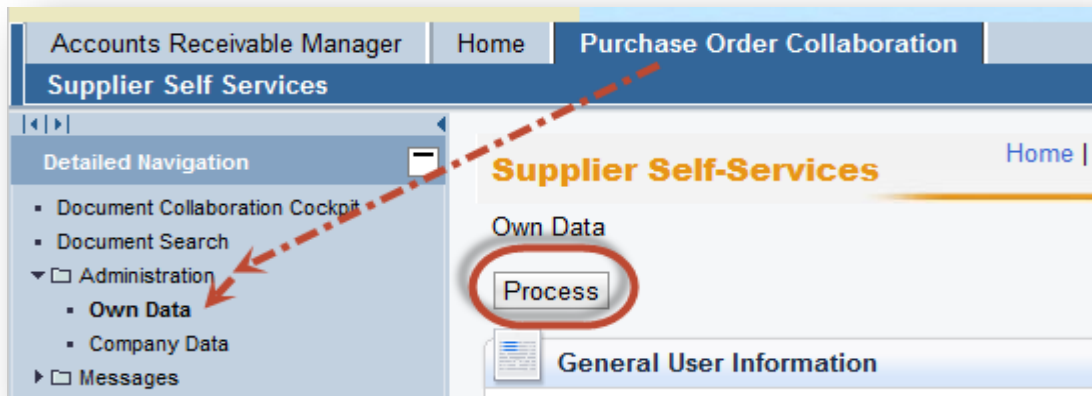


4. Verify Your “Own Data”

4.1. The “Own Data” section contains information about the User. Fields that have an asterisk (*) are required.

4.1.1. **Note:** Upon modifying or updating the “Own Data” section, a password may be required to confirm changes.

4.2. Click “Purchase Order Collaboration” tab > “Administration” link > “Own Data” link. To update a field within the “Own Data” section, click “Process”.



4.3. The following fields in “General User Information” section can be updated:

- 4.3.1. FormOfAddr.
- 4.3.2. First Name.
- 4.3.3. Last Name.
- 4.3.4. Email Address.
- 4.3.5. Country.
- 4.3.6. Language.

Process | General User Information

User Name:* T00300003854

Password:*

Confirm Password:*

FormOfAddr:* Ms. ▾

First Name:* Tester

Last Name:* Cerveo

E-Mail Address:* SUSsystemtests@gmail.com

Country:* USA ▾

Language: English ▾

Company: 001183 ▾ Cerveo McLaren Morris & Todd Compani5000001183 ▾

Roles

4.4. Do not change your “Role”, as this may affect the ability to access the system.

4.4.1. While updating “Settings”, be sure to place a check in the box for “Save UI Settings”.

Role	Description
C:ALLSYSSUSMJ_GL_END_USR_DISP	Common Role for All Users
C:PTPPURSUSMJ_GL_SUP_COLBTR	Supplier Collaborator

Contact Information

Telephone: [Redacted]

Fax: [Redacted]

Number: [Redacted]

Department: [Redacted]

Settings

Date Format: MM/DD/YYYY ▾

Decimal Format: 12,345,687.90 ▾

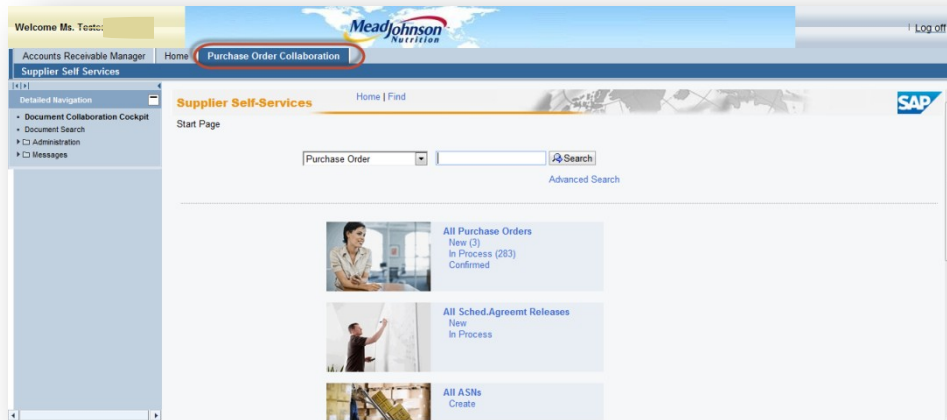
Time Zone: UTC+0 ▾

☒ Save UI Settings

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5. Detecting Technical Issues

- 5.1. After receiving the login credentials and accessing the MJN supplier portal for the first time, the content below should display.



- 5.2. However, after logging into the MJN Supplier Portal and see screen below, it may be possible that a technical error has occurred.



- 5.3. Other technical errors that you may encounter include the following:
- 5.3.1. Page cannot be displayed.
 - 5.3.2. Internal server error.
 - 5.3.3. Access denied.
 - 5.3.4. Cannot connect to port.
 - 5.3.5. Inability to download and save a purchase order
- 5.4. Allow Pop-Ups for the MJN Supplier Portal.
- 5.4.1. Users can perform this check on a Desktop/Laptop.
 - 5.4.2. Since there are some messages and dialog boxes within the MJN Supplier Portal (such as the Log off dialog box as an example), the settings on the browser should allow Pop-up messages for this site.

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- 5.5. Accept Security Warning Pop-up Messages.
 - 5.5.1. Users can perform this check on a Desktop/Laptop.
 - 5.5.2. Depending on the browser used; if there are any pop-up messages, please click on “yes” to proceed.
- 5.6. Corporate Firewall/Network Settings.
 - 5.6.1. Upon selecting Internet Brower Settings and allowing pop-up messages, you may experience issues accessing the Supplier Portal or certain functionality within the Portal due to Firewall Settings within your corporate network. In this case, work with the Technical Support within your company to troubleshoot and resolve the issue. The steps listed below can assist in this process.
 - Step 1** - Configure a statement in firewall - This will allow the user to login from the access menus in the left and top panel but not the center menu: Permit TCP host **192.168.18.18 host 74.119.120.83 eq 50000** - (74.119.120.83 being mexp1as03.net.mjn.com).
 - Step 2** - Change browsers from Internet Explorer to Firefox and Ping. msrmp1as02.net.mjn.com to get a response from **74.119.120.87**.
 - Step 3** - Try to add Permit TCP host **192.168.18.18 host 74.119.120.87 eq 80**. If this statement is unsuccessful take out and add: Permit IP host **192.168.18.18 host 74.119.120.87**.
 - 5.6.2. In certain cases, your company’s internal security network rules may prevent access to the Mead Johnson Supplier Portal. If you experience technical issues, please contact your company’s Technical Support team.
 - 5.6.3. If you require Portal assistance, please contact the CAC at 1-888-339-9491.

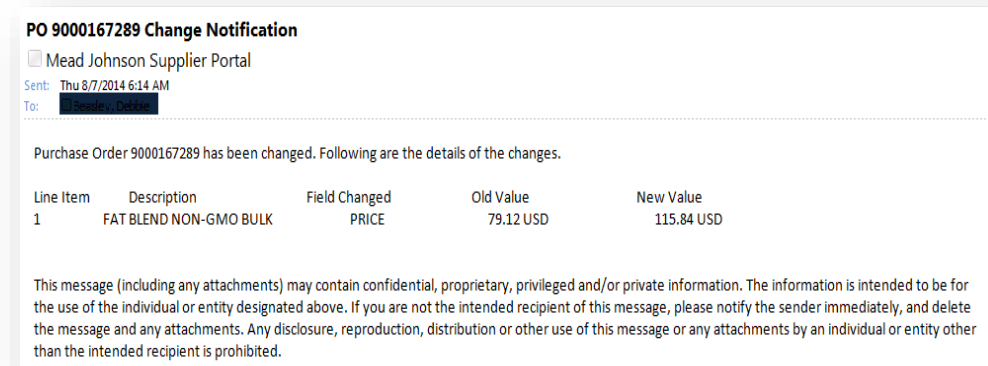
6. Order Notification

- 6.1. Once a new or changed PO has been created and released by MJN, an email notification will be sent to the email address provided. Below is an example of a “New” PO email notification.



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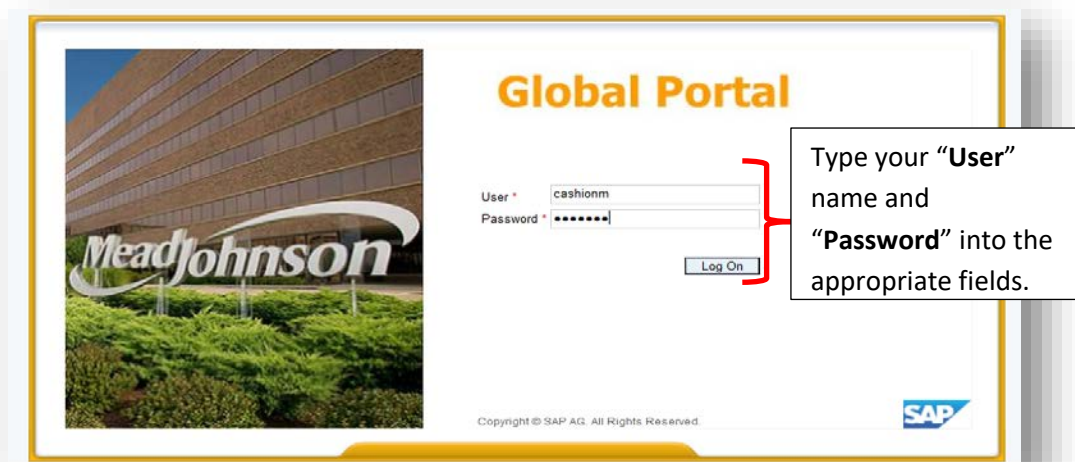
- 6.2. If there is a change to a PO, notification will be sent to the email address provided. Below is an example of a “Change Notification”.



7. Supplier Portal Login Process

- 7.1. Login to the Supplier Portal by clicking the link contained in the email notification, or copy and paste the following URL into the internet browser:
<https://ep.mjnportal.mjn.com/iri/portal/>
7.1.1. **Note:** Please add this URL to “Favorites”.

- 7.2. Start the procedure from the following screen.



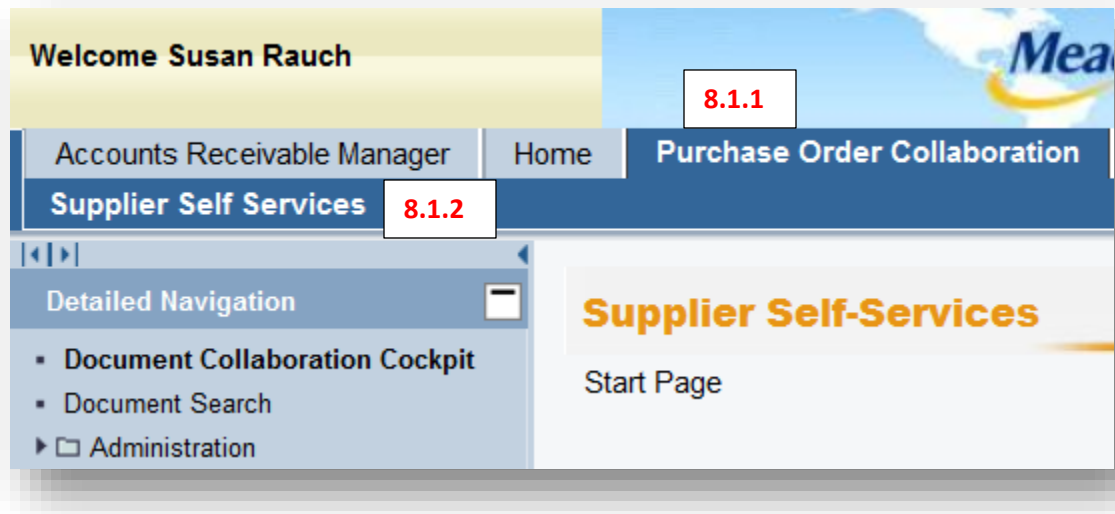
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8. Finding Purchase Orders

8.1. Search By Type:

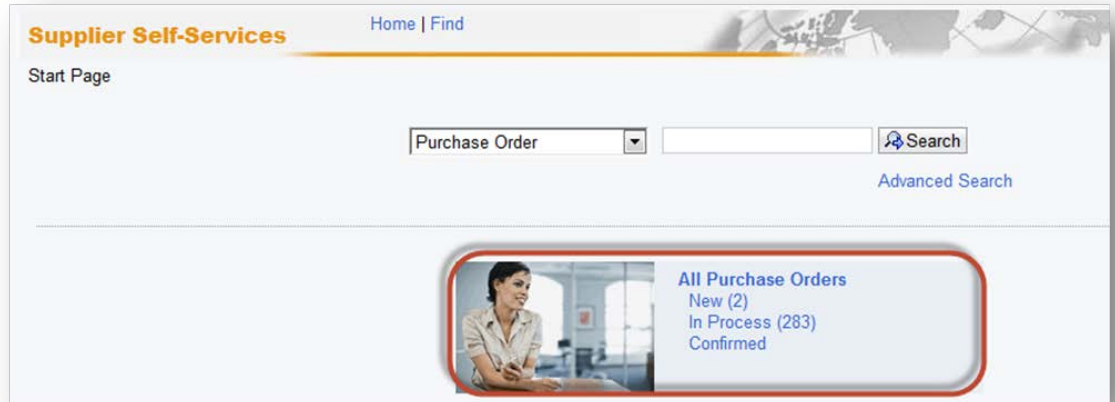
8.1.1. Click "Purchase Order Collaboration" tab.

8.1.2. Click "Supplier Self Services".



8.1.3. Select "All Purchase Orders".

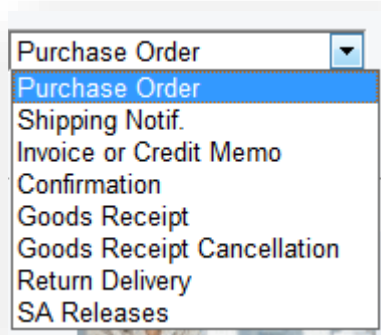
8.1.3.1. Select "New" to view a new order (you can select the other options to view POs "In Process" and "Confirmed").



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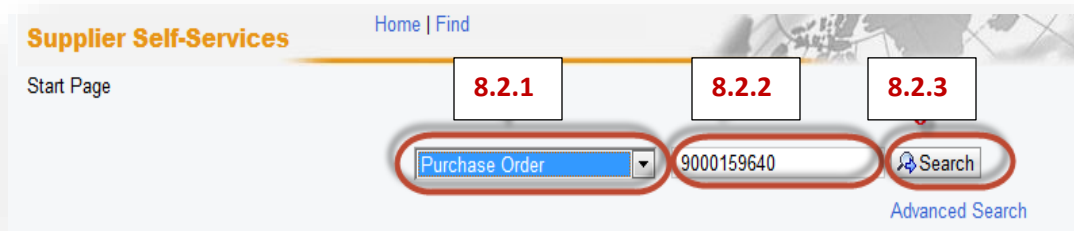
8.2. Search By Number:

8.2.1. Select type of document required (e.g. Purchase Order).

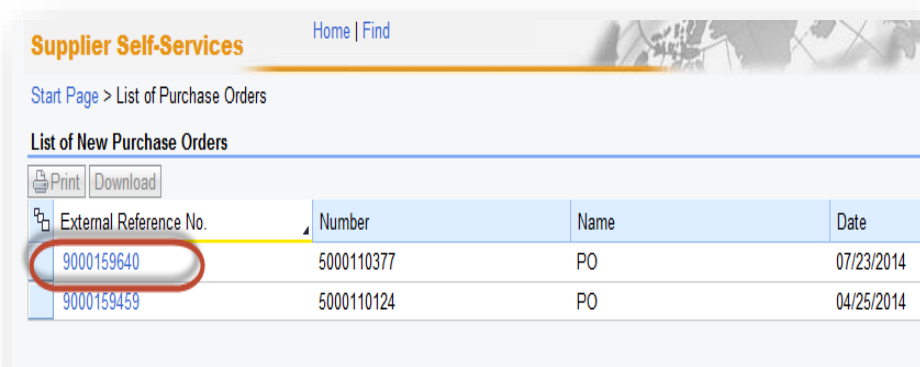


8.2.2. Enter the PO number located on the email notification.

8.2.3. Click "Search".

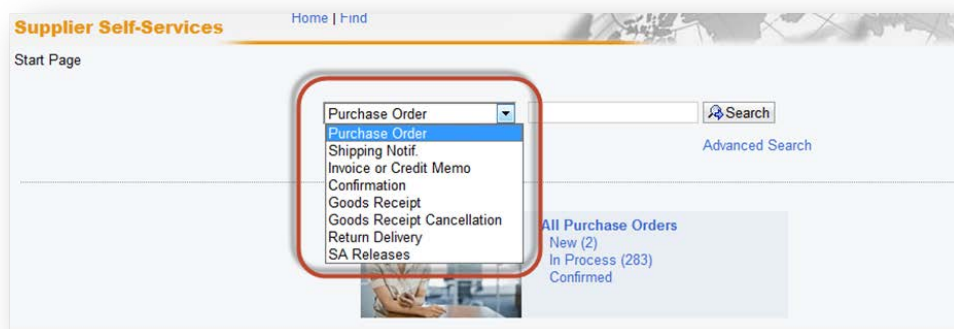


8.2.4. A new window will open; select the "External Reference Number" (PO number) to view.

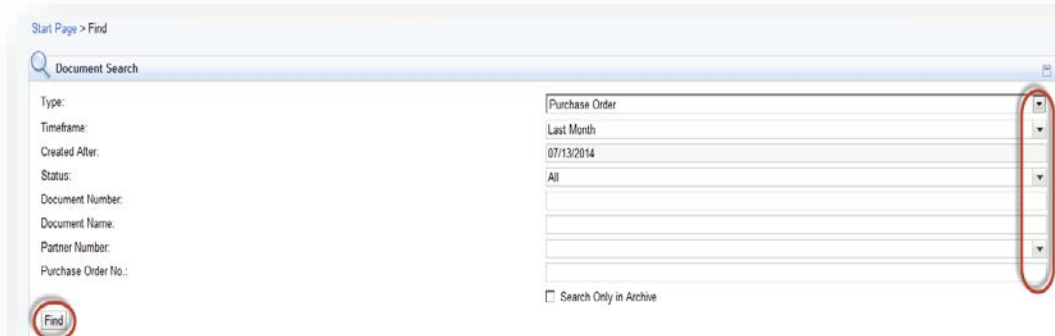


9. Advanced Search and Document Downloads

- 9.1. The Supplier Portal provides the ability to search for various documents such as Purchase Orders, Confirmations, Invoices or Credit Memos, and Goods Receipts based on various criteria.
- 9.2. Login to the Portal with the User ID and Password.
- 9.3. Click "Purchase Order Collaboration".
- 9.4. Click "Supplier Self Services".
- 9.5. Select the type of document from the drop-down box.
 - 9.5.1. **Note:** While other options may display, the MJN transactions include: Purchase Order, Confirmation, Invoice or Credit Memo, and Goods Receipt. If another transaction type is selected the search will result in no output.



- 9.6. A new window will open, complete the information requested for the type of search required.
- 9.7. Use the drop-down boxes to make a selection such as "Timeframe", "Status", "Created After" or by a particular document number or name. Documents that fit the criteria selected will appear.
- 9.8. Click "Find".



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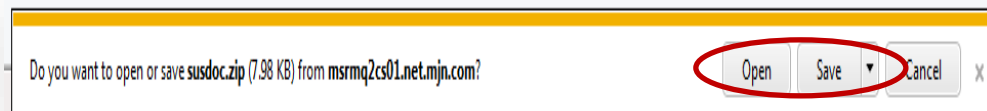
- 9.9. The list can be downloaded either individually (by placing a check in the box next to the name) or as a group (by selecting the “Document Selection” icon).
- 9.9.1. Click “Download” to download the document data.

List of Purchase Orders

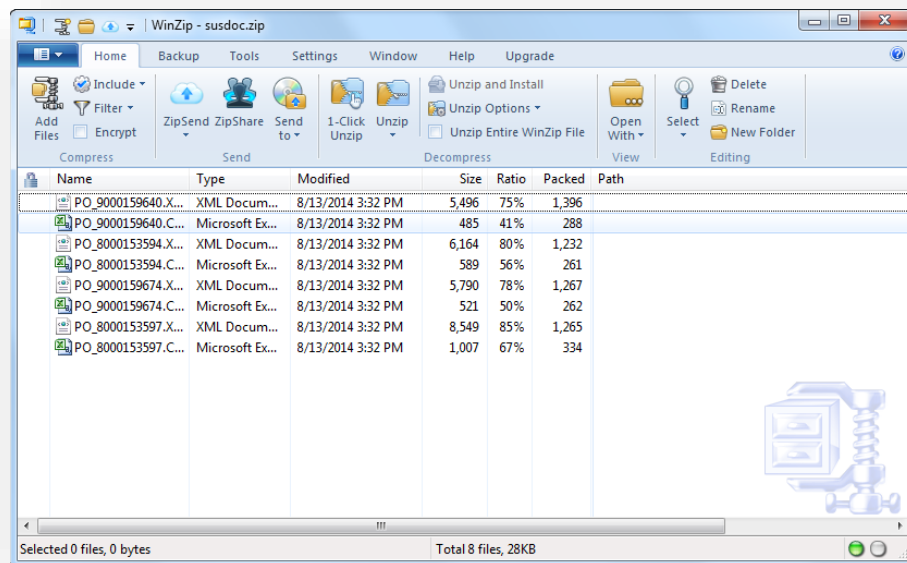
Download

External Reference No.	Number	Name	Date	Total Value	Status
9000203084	5000134468	PO	02/10/2015	20,319.00USD	Confirmed
9000202539	5000134199	PO	02/05/2015	9,410.00USD	Confirmed
9000199543	5000132365	PO	01/21/2015	9,054.00USD	In Process
9000199414	5000132315	PO	01/20/2015	21,837.00USD	In Process
9000199413	5000132314	PO	01/20/2015	17,456.25USD	In Process
9000199412	5000132289	PO	01/20/2015	5,264.00USD	Confirmed
9000199411	5000132288	PO	01/20/2015	3,243.60USD	Confirmed

- 9.9.2. Select “Open” or “Save” to view the information.



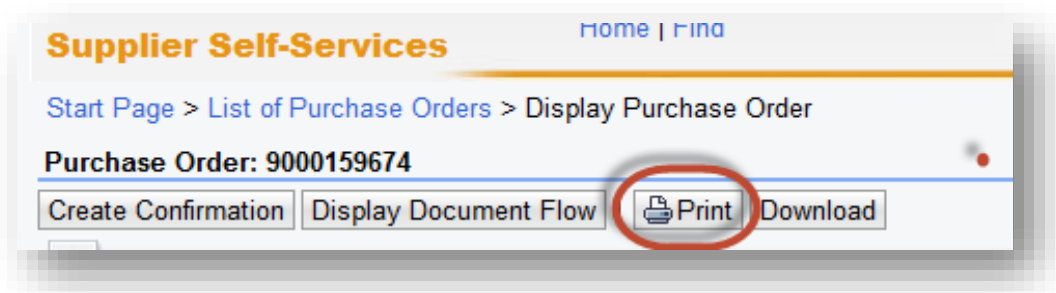
- 9.9.3. The file will download as a zip file which contains “.csv” and “.xml” files for each of the documents selected.



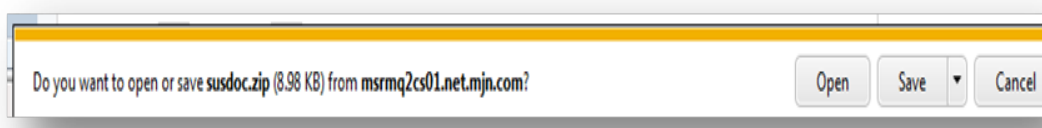
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10. Printing a Purchase Order

10.1. Click "Print" from the "Display Purchase Order" screen.



10.2. Another window will open at the bottom of the screen to "Open" or "Save". Click "Save" to save the zip file to the local hard drive. The zip file will contain the PO in a PDF format.



10.2.1. **Note:** The Internet Browser may prevent downloading the file due to browser settings. If this occurs, contact your company's Technical Support.

10.3. Double-click on the saved PDF file to open and view the purchase order.

11. Types of Purchase Order Scenarios

11.1. Below is a brief description of the three different types of POs. For an in-depth look at how to process these types of orders, please review the individual training sections.

11.1.1. **Free Text Material PO Scenario** - A Free Text Material purchase order is one that has been created for the procurement of Goods/Materials. The purchase order contains the material/part, description, price and unit of measure in the PO item.

11.1.2. **Value Limit / Blanket PO Scenario** - A Value Limit purchase order is a blanket PO that has been created with an upper dollar value limit. This purchase order 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.

11.1.3. **One Time Only Free Text PO Scenario** - A One Time Only Free Text purchase order is one that has been created for a specific service. The purchase order contains the description of the service, price, quantity and unit of measure in the PO item.