MEAD JOHNSON NUTRITION SUPPLIER PORTAL

Value Limit / Blanket Purchase Orders

Dec 15, 2017 - Version 3.2

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1. Value Limit/Blanket Scenario Description

1.1. The value limit is used if the requester wishes to make a provision in the purchase order (PO) for services that are not precisely definable during the planning phase of a procurement project.
1.2. This limit, which represents a budget for unplanned services, must not be exceeded.
1.3. The service can be specified later - perhaps at the time of actual performance.
1.4. The value limit purchase order allows for multiple confirmations for goods or services, and has the ability to accept multiple invoices up to the value limit specified for the PO item.
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**.

Step	Transaction	Responsible	Brief Description
1	Create Shopping Cart	MJN Requester	MJN Requester creates a shopping cart. The shopping cart is created with a value limit.
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).
4	Confirm Completion of Service	Supplier	Upon completion of the service the Supplier creates a confirmation in the Portal providing the description, quantity, price and unit of measure for the service. **IMPORTANT:** This step is required before a Supplier can invoice.
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 either accepts or rejects. **IMPORTANT:** 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 “Supplier Portal Guide – Accounts Receivable Status”

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2. KeyTerms/Acronyms

Term	Description
Confirmation	The Portal entry used by Suppliers to enter the details of the service and confirm completion. This is step 4 in the table on page 3.
IBM Ops Team	The IBM Ops Team who creates the purchase order based on the purchase requisition from an approved shopping cart.
MJN	Mead Johnson Nutrition
MJN Requester	The business or contact person at 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
Value Limit/Blanket PO	Value Limit/Blanket POs refer to purchase orders that are created with a dollar limit for goods or services.

3. Pre-Requisites

3.1. The 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 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.

3.2. The Supplier is enabled to login to the MJN Supplier Portal and is able to view all web pages.

3.3. 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.

3.4. 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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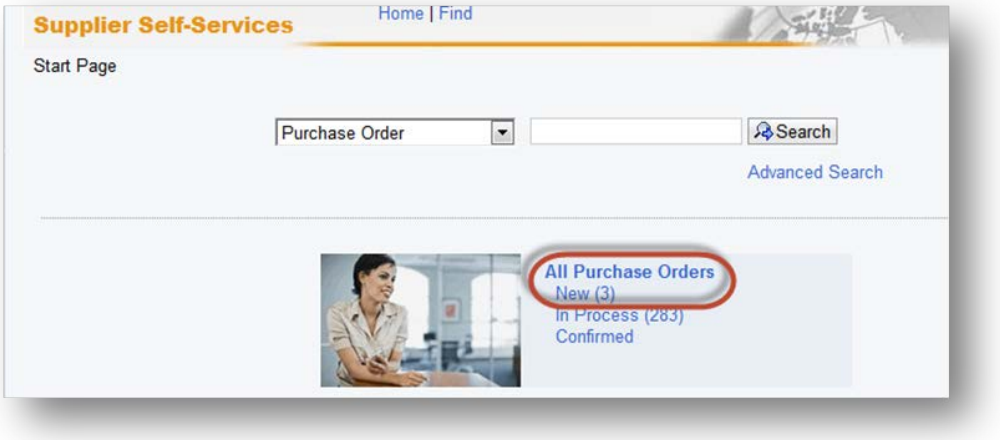
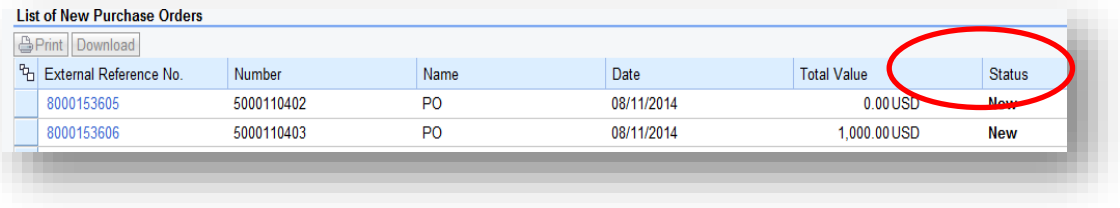
4. Selecting the Purchase Order

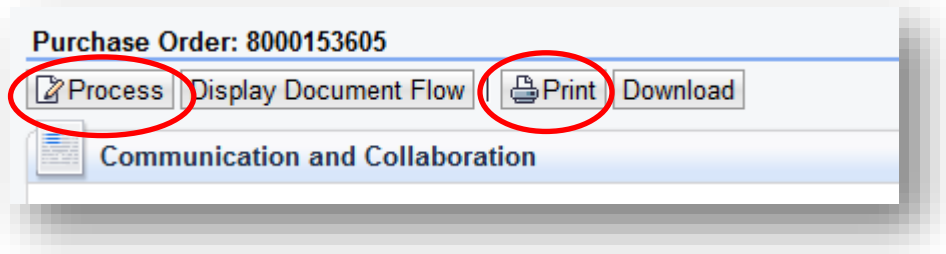
4.1. Login to the Portal using your User ID and Password.
4.2. Click “Purchase Order Collaboration”.
4.3. Click “Supplier Self Services.”
4.4. Click “All Purchase Orders.” (You may also search by specific purchase orders.)



4.5. The “List of New Purchase Orders” screen is displayed.
  4.5.1. Click “External Reference No” (PO number) to view the PO.
  4.5.2. The “Total Value” displays as 0.00 because a value limit type of PO item can be used for performing multiple service confirmations and be invoiced multiple times.



4.6. Click “Process”
  4.6.1. To see the total value of the PO, click “Print”.
  4.6.2. You can view the PO value in the Print Preview or when you print the PO.



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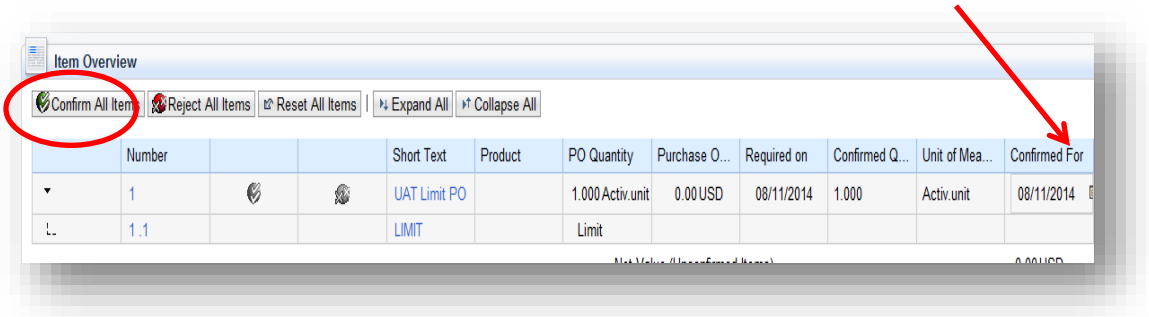
5. PO Response (Without Change)

5.1. To accept the PO:

5.1.1. Click “Confirm All Items.”

5.1.2. If the “Confirmed For” date has passed, it must be updated with today’s date or a future date, otherwise the purchase order will not process.
See attached work instruction of how to change confirmed for date.

5.1.3. Click “Send”.



5.1.4. The confirmation will be indicated in green, noting “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 soft warning messages and the system will not prevent you from submitting the PO response.

6.3. Warning messages displayed with a red exclamation (**!**) icon represents a hard stop and will prevent you from submitting the PO response/acknowledgement.

7. Confirm Completion of Service

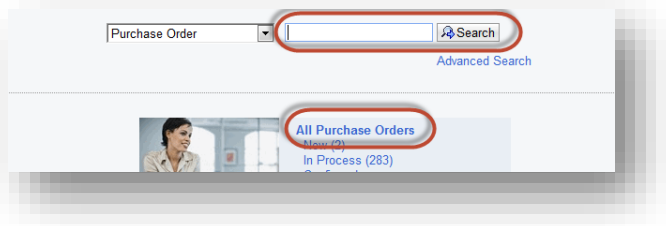
7.1. Login to the Portal using your User ID and Password.

7.2. Click “Purchase Order Collaboration”.

7.3. Click “Supplier Self Services.”

7.4. Click “All Purchase Orders.”

7.4.1. You may also search by specific purchase orders.



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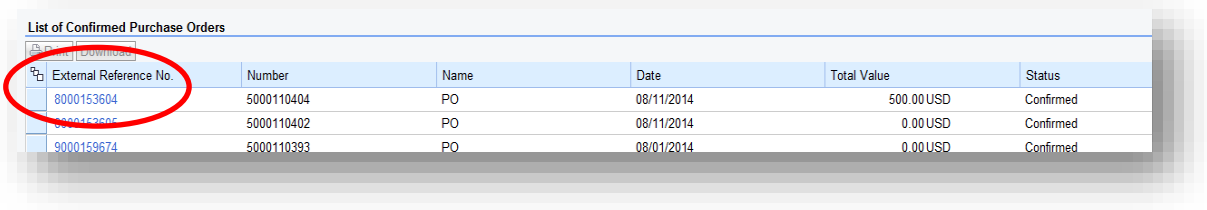
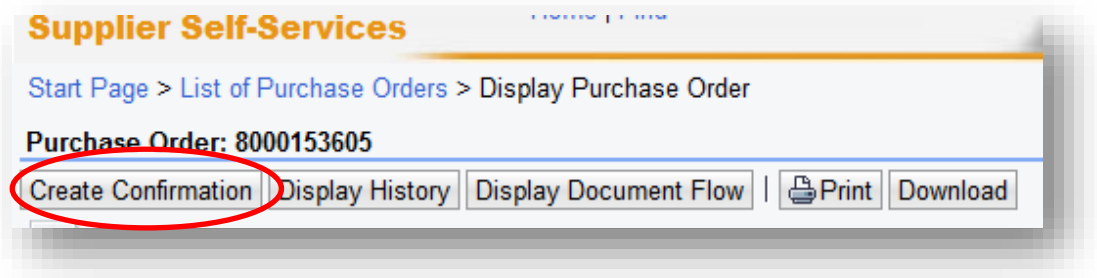
7.5. Open the PO by clicking on the “External Reference No.” (PO number).

7.5.1. The value of the order will show as “0.00” in the “Total Value” column for a Limit Value/Blanket PO.

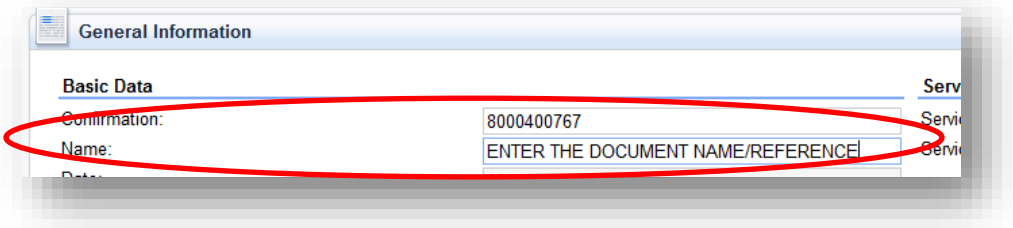
7.5.2. You can view the PO value in the Print Preview or when you print the PO.



7.6. Click “Create Confirmation”.



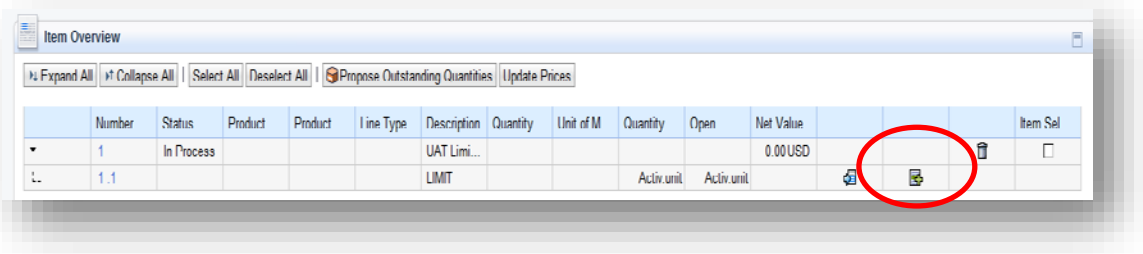
7.7. Enter the “Name” for services that have been performed.



7.8. To add a new item, click the green plus sign to the right.

7.8.1. For any Limit Value/Blanket PO the Supplier will have to create a line item in order to enter the detailed description of the service along with the quantity, price and unit of measure.

7.9. It is **IMPERATIVE** that the Supplier enters the confirmation exactly as invoiced. For example, if both material and labor apply to the purchase order, and a Supplier wishes to invoice separate lines for each, steps 5 through 9 would need to be repeated for each line.



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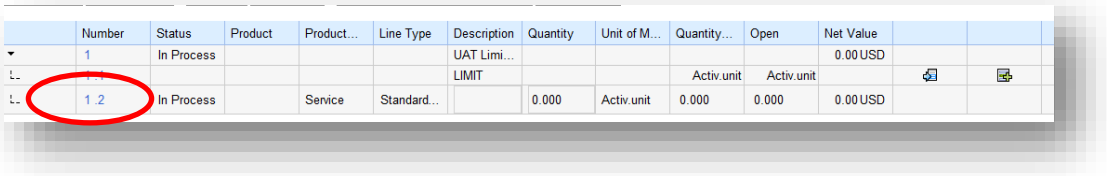
7.9.1. To add the new item detail, click the line item number, in this case “1.2” as seen below. If you create multiple lines on one confirmation you MUST invoice each line separately. If you fail to follow this process, your invoice may be rejected and you will be required to repost separate invoices



7.9.2. Enter the following:

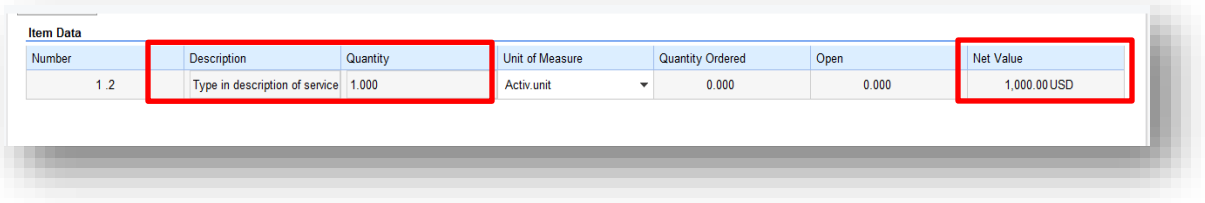
7.9.2.1. The “Quantity” confirmed for a Value Limit/Blanket order can be less than “1”.

7.9.2.2. It is important to enter a quantity that corresponds exactly as it will be invoiced.

7.9.2.3. Value of the service provided in the “Net Value” field.

7.9.2.4. “Description” of the service must provide sufficient detail for the MJN Requester to understand what service was performed. This is required for the acceptance of Supplier confirmation.

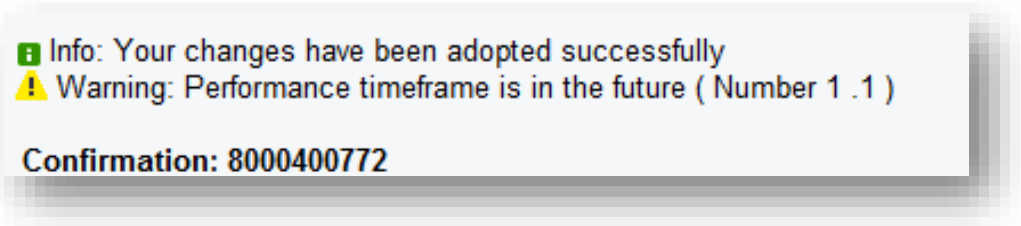
7.9.2.5. Click “Update Prices”.



7.9.2.6. Click “Back to Item Overview” (top right corner) to return to the previous screen.

7.9.2.7. Click “Confirm.”

7.9.2.8. The Supplier will receive the following message that the confirmation was adopted successfully.



8. Accept/Reject Service Confirmation

8.1. The MJN Requester will receive an email notification once the confirmation is submitted successfully by the Supplier.

8.2. The MJN Requester will then need to accept or reject the confirmation in the MJN e-Buy system before Supplier can submit an invoice.

8.3. Depending on 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 “All Confirmations”.

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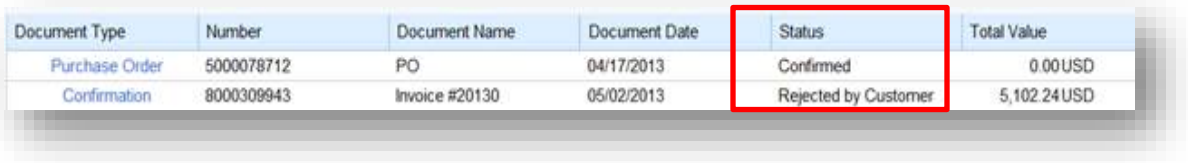
9. Confirmation Status

9.1. The confirmation status of the value limit PO can be found in the "Status" column for each line item.

9.2. Each status is explained in detail below.



Document Type	Number	Document Name	Document Date	Status	Total Value
Purchase Order	5000078712	PO	04/17/2013	Confirmed	0.00 USD
Confirmation	8000309943	Invoice #20130	05/02/2013	Rejected by Customer	5,102.24 USD

9.2.1. **Rejected by Customer** – The confirmation sent from the Supplier was rejected by the MJN Requester. The Supplier should contact the MJN Requester for the explanation of the rejection, and submit a new confirmation. If the total value of a Supplier's confirmation exceeds the total PO limit then the confirmation will be automatically rejected by the system and also display as "Rejected by Customer." In this case, the Supplier should view the total PO value (in Print Preview) and submit a new confirmation for the correct value.

9.2.2. **Completion Reported** – The confirmation has been submitted by the Supplier, however, it is awaiting acceptance by the MJN Requester. In this situation, please follow-up with the MJN Requester. Their acceptance of the confirmation is required before you can invoice.

9.2.3. In Process – The Supplier started the confirmation process but has not yet submitted the confirmation.

9.2.4. **Accepted by Customer** – The confirmation Supplier sent was accepted by the MJN Requester and Supplier can proceed with submitting an invoice.

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

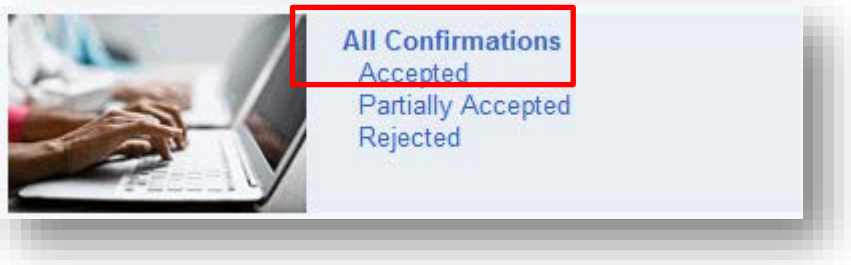
10.1. Portal Suppliers must submit invoices through the portal. Hard-copy invoices will be rejected.

10.2. Login to the Portal with your User Id and Password.

10.3. Click "Purchase Order Collaboration" and then "Supplier Self Services".

10.4. Under "All Confirmations" click "Accepted".

10.5. For Planned Service POs, all Invoices should be created using the "All Confirmation" option ONLY. Please do not use the any other option as it may cause errors in processing and potentially delay payment.



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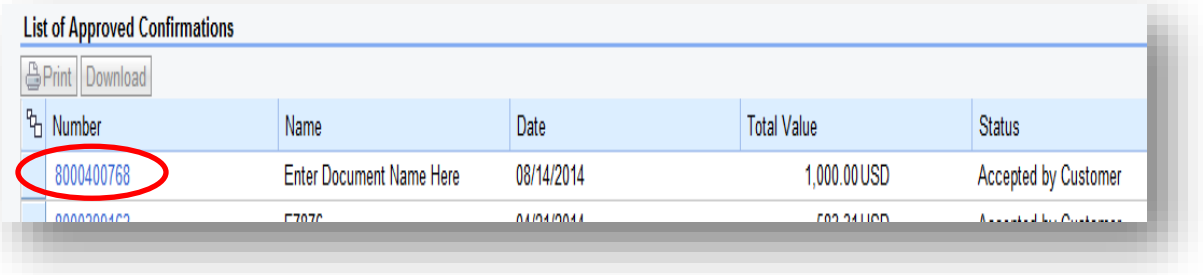
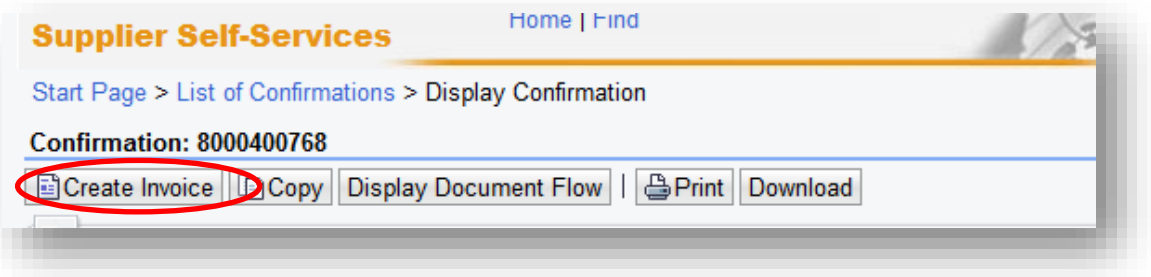
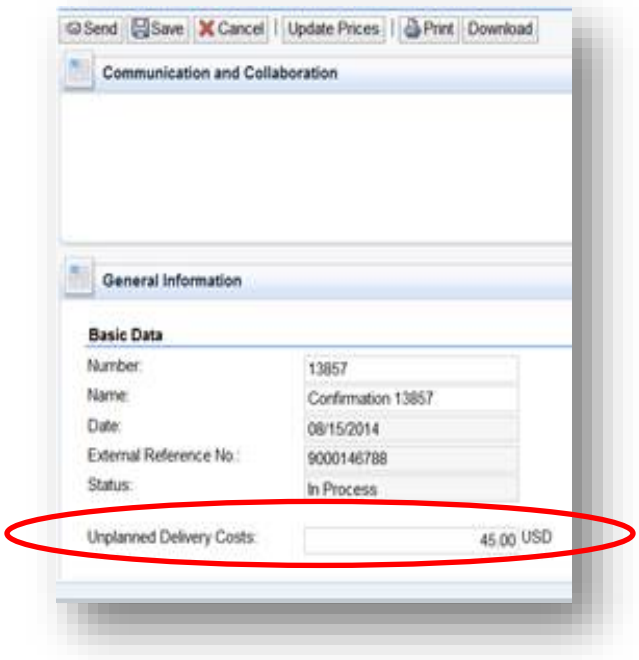
10.5.1. Click on the “Number” (PO number) to open the desired confirmation.



10.5.2. The “Display Confirmation” screen is displayed.
10.5.3. Click “Create Invoice” button.



10.5.4. With Limit Value/Blanket orders a Supplier may incur “Unplanned Delivery Costs”; if so enter the amount.



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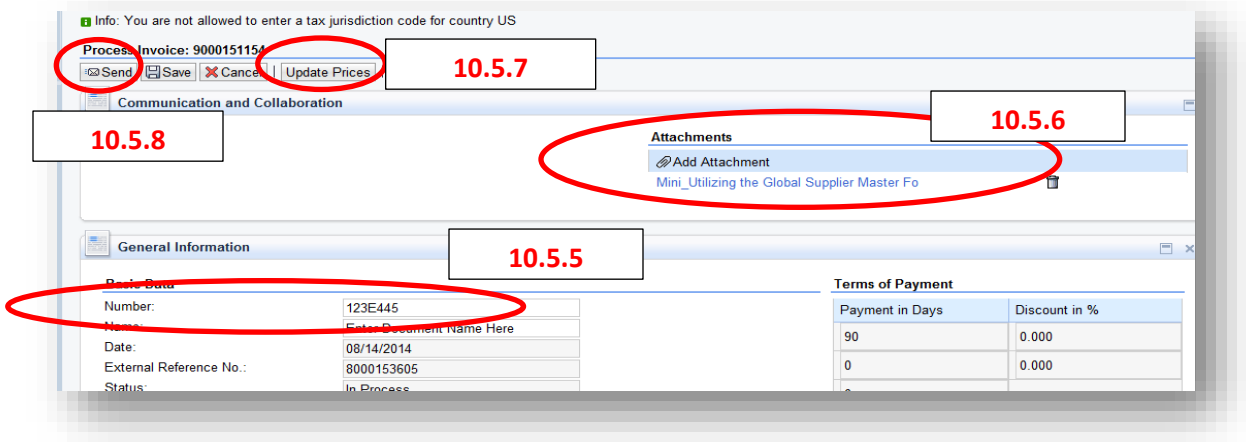
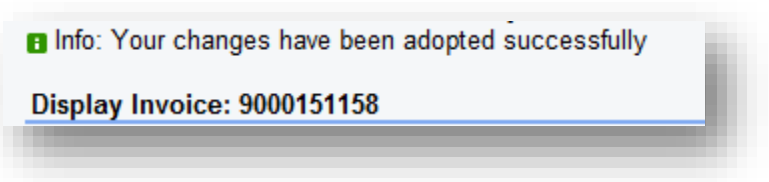
10.5.5. Assign an invoice “Number”.
    10.5.5.1. The invoice number that the Supplier enters into the “Number” field is carried forward as the “Reference Number” in Accounts Receivable Manager.
    10.5.5.2. Entering a recognizable value in this field will assist Supplier in viewing subsequent invoice and payment information.
10.5.6. Attach your invoice copy.
10.5.7. Click “Update Prices” to refresh the screen.
10.5.8. Click “Send”.



10.5.9. The successful message will display indicating the invoice was successfully submitted.



10.5.10. For confirmations created with multiple lines, each line must be invoiced separately following these steps:
    10.5.10.1. Click “Create Invoice”.
    10.5.10.2. Enter your invoice number (each line will require a different invoice number).
    10.5.10.3. Change the value in the “Net Value” field to the amount of the line being invoiced.
    10.5.10.4. Attach your invoice.
    10.5.10.5. Click “Send”.
    10.5.10.6. Repeat steps above until all lines are fully invoiced.

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11. Invoice Status

11.1. Below are the different variations of invoice statuses. In the case where an invoice must be resubmitted, please contact Mead Johnson's Accounts Payable to reject the original invoice.

11.1.1. **Rejected by Customer**: This status is set automatically when the invoice is rejected by Accounts Payable. This status allows for resubmission of the invoice to the customer.

11.1.2. **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.

11.1.3. **Document Sent**: This status is set automatically when the Supplier selects "Send". The invoice is sent to MJN Accounts Payable.

End-of-Document

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