

Instructions for email submission of invoice using dedicated email address – APAC*

1. Acceptable attachment types => only pdf format files
2. File size limitations => max 10 Mb / pdf file
3. 1 attachment invoice in pdf format file / email:
 - the auto rejection check in outlook will reject any email that has more than 1 attachment
 - if the invoice has multiple pages / annexes, all these should be in one single pdf file
4. Email Address listed below are No-Reply email address
5. Ensure to use the correct Legal Kenvue name, address, Tax ID and valid PO Number on all invoices

Country	New Mailing Address to be effective 24 February 2025	New Mailbox effective 24 February 2025
Japan	Paper – Not Applicable	invoices-Japan@kenvue.com
China	KENVUE Invoice Mailroom 30 Liuming Road, Putuo, Shanghai, PRC 收件方: 科赴发票收件处 地址: 中国上海市普陀区柳明路38号 收件人: 科赴铁山组 须在快递件备注栏写明: “科赴供应商” 字样	invoices-China@kenvue.com
Singapore	Paper – Not Applicable	invoices-Singapore@kenvue.com
Philippines	Kenvue Invoice Mailroom Cavite: Area C Southwoods Industrial Park Barangay Mabuhay, Governors Drive, 4116 Carmona, Cavite	invoices-Philippines@kenvue.com
Australia	Paper – Not Applicable	invoices-Australia@kenvue.com
New Zealand	Paper – Not Applicable	invoices-NewZealand@kenvue.com



* Applicable to In-scope entities in APAC in Australia, China, Japan, Singapore, New Zealand and Philippines. Refer next for details

In-Scope Entities

Country	Current Company Name
Australia	Johnson & Johnson Pacific Pty Limited
Australia	Johnson & Johnson Pty. Limited
China	Johnson & Johnson China Ltd.
China	Shanghai Johnson & Johnson Ltd.
China	Shanghai Elsker Mother & Baby
China	Shanghai Johnson & Johnson Pharmaceutical Ltd
China	JNTL (Shanghai) Investment Co. Ltd
China	Beijing Dabao Cosmetics Co. Ltd
Singapore	Johnson & Johnson Pte. Ltd.
Singapore	JNTL (APAC) HoldCo Pte. Ltd
New Zealand	JNTL Consumer Health (NZ) Ltd
Japan	JNTL Consumer Health K.K.
Philippines	JNTL Consumer Health (Philippines) Inc