



This message is intended for suppliers doing business with us in listed markets in APAC (namely China, Singapore, Japan, Philippines, Australia, New Zealand) with PO numbers beginning with 82.

Email in: [Chinese 中国人](#), [Japanese 日本語](#)

Supplier Guide in: [English](#), [Chinese 中国人](#), [Japanese 日本語](#)

Dear Valued Supplier,

Kenvue spun off from J&J in May 2023 and has since operated in J&J systems (J&J Portal, Ariba, etc.) through Transition Service Agreement (TSA). We are exiting TSA and transitioning into Kenvue owned systems with one month to go until the implementation of Kenvue's new invoice processing system on February 24, 2025. This message includes details on the approaching key changes to ensure your readiness. To find out more about Kenvue and the transition please [click here](#).

Changes to the Invoice Processing Systems and Purchase Orders

The high-level changes to the invoice processing systems, include:

- As of February 24, the existing J&J Portal and GXS (invoicelite) invoicing method will no longer be available for Kenvue suppliers. Please note: any invoice submitted to the J&J Portal, email, or P.O. box addresses after the cutoff date (as outlined in 'key dates' will be rejected.
 - Note: Invoices submitted before the cutoff dates but remain unpaid at the time of cutover will be transferred to the new Kenvue system and paid out based on existing due date.
- A new Kenvue Accounts Payable (AP) Portal will be launched. The [AP Portal guide](#) provides an overview of the features available on the new AP Portal. More information will be available once the system is live.
- All purchase orders (PO) starting with 82##### that remain open at the time of the transition will close. Kenvue will create

replacement POs with a new number for the balance open amount. There will be no impact for all other POs.

Key dates

- Last day to cash checks before they are cancelled: February 13, 2025
- Checks will be reissued after the transition
- Last day for Kenvue to receive paper invoices: February 11, 2025
- Last day for Kenvue to receive non-paper invoices: February 13, 2025
- First day Kenvue will receive invoices after transition: February 24, 2025
 - Note: Any invoices received February 11 (paper) or 13 (non-paper) will be rejected in the legacy J&J systems and you will need to resubmit post go-live to the new Kenvue invoice channels. The rejection notification will direct you to J&J in error, if you need further support, please instead contact Kenvue.
- Last foreign payment date: February 10, 2025
- Last domestic payment date: February 13, 2025
- *Payments will stop between February 14, 2025, and February 25, 2025
- *Payments resume as normal on February 26, 2025
- AP queries should be made through Kenvue AP portal, and not J&J helpdesk: 24 February, 2025

*Change to dates from previous comms

Required actions

- Ensure that the master data for the new addresses for paper and email invoice submission have been updated, and ensure invoices are sent to the new address starting February 24, 2025.
- **Email:**
 - Japan - invoices-Japan@kenvue.com
 - China- invoices-China@kenvue.com (Foreign Invoices or mandated e-invoice)
 - Singapore- invoices-Singapore@kenvue.com
 - Philippines- invoices-Philippines@kenvue.com (Foreign Invoices or mandated e-invoice)
 - Australia- invoices-Australia@kenvue.com
 - New Zealand- invoices-Newzealand@kenvue.com

- **Paper (China and Philippines only):**

- China

- KENVUE Invoice Mailroom
38 Liuming Road
Putuo
Shanghai
PRC

- Philippines

- Kenvue Invoice Mailroom
Cavite: Area C Southwoods Industrial Park
Barangay Mabuhay
Governors Drive
4116 Carmona
Cavite

- Review and make sure you are familiar with the [requirements](#) when submitting invoices via email.
- Familiarize yourself with the expected changes within these communications and the supplier user guide we shared in the previous communication, and forward this correspondence, as required, to ensure the correct people are aware of the changes.
- If this email requires re-direction within your organization, please support us in ensuring all future correspondence is sent to the correct personnel. We ask you to forward this correspondence, as required, and request that they reply to the email detailing the change in contact details.

Kenvue Supplier Accounts Payable (AP) Portal

Effective February 24, 2025, suppliers will gain access to a newly designed Accounts Payable (AP) Portal. Vendors can use the Kenvue AP Portal to submit and reply to support tickets, access knowledge articles and policies, chat with the Kenvue support team, view purchase order status, and track invoices and payments. In March, 2025, suppliers will also be able to manage their account, please refer to the [Quick reference guide](#) for more information on accessing and navigating within the Kenvue AP portal.

Onboarding and Account Management

Also as of Feb 24, suppliers supporting APAC will stop using APEX for account changes and onboarding, until March 2025, when this self-service account management capability will become available on the new Kenvue AP Portal. In the interim, suppliers will need to reach out to their Kenvue contact to make changes to their account on their behalf.

Company Name Update

As we continue to stand up Kenvue as an independent, autonomous company, we are updating our company name in the countries where our Kenvue subsidiaries still contain a 'Johnson & Johnson' reference.

After the system transition, we will be updating our company name for below entities in **China**. Other entities not mentioned below are not in scope of company name change. The exact 'effective' date of the change and the new name will be announced at a later date, once approved by local authorities.

- Shanghai Johnson & Johnson Ltd. (SJJ) will update its company name at the end of March 2025.
- Johnson & Johnson China Ltd. (JJC) will update its company name at the end of April 2025.

Please note, the unified social credit ID will not change.

- All new purchase orders for the above entities will reflect the new company name after the effective date. Existing purchase orders issued before the effective date will continue to remain valid.
- Suppliers must use the new company name to invoice to the above entities after the effective date. Please note that any invoices with incorrect billing details will be rejected.
- Suppliers must ensure all documentation, licenses, registrations, quotations, or offers reflect the new company name after the effective date.
- All existing contracts, including quality agreements, remain valid even after the company name changes. We will take the opportunity to update the new name during subsequent renewals/ addenda.

For the latest communications, up-to-date information, and frequently asked questions (FAQs), please visit our [supplier resource page](#), which is regularly updated. If you need further support, please reach out to your Kenvue contact.

Best regards,
Kenvue Procurement