

SUBJECT: ACTION REQUIRED: Changes to Kenvue Payment Process. Complete registration by February 24, 2025 to ensure uninterrupted payments

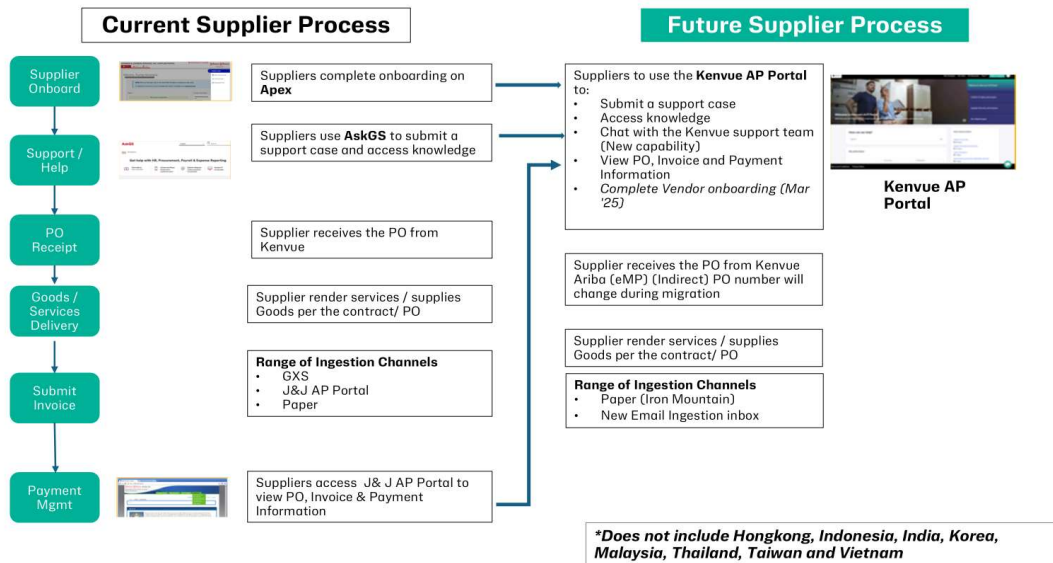


Dear Valued Supplier,

As previously communicated, Kenvue is implementing a new invoice processing system due to the J&J separation on the February 24, 2025. With our new ways of working and system changes implementations in seven weeks' time, we want to ensure your readiness for the changes coming. To support with this, please see attached the **Kenvue Supplier User Guide**, which outlines the changes and future ways of working.

**Changes to the Invoice Processing Systems and Purchase Orders**

Suppliers – APAC\*: **GO Live 24th February**



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

- A new Kenvue Accounts Payable (AP) Portal will be launched. We will be back in touch with more on this in future messages.
- 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.** There will be no impact for all other POs.

**Key dates**

- 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 between February 13 and 24 will be rejected in the legacy J&J systems and you will be asked to resubmit post go-live
- Last foreign payment date: February 10, 2025
- Last domestic payment date: February 13, 2025
- Payments will stop between February 14, 2025, and February 23, 2025
- Payments resume as normal on February 24, 2025

### **Required actions**

- Your Kenvue contact will reach out to you by January 31 to guide you through the process and answer any questions.
- Paper (China and Philippines only) and email invoice submission will be available; however, the email and physical mailing address to send these will change. This information will be available in our next communication in late January.
- Familiarise yourself with the expected changes within these communications and the attached supplier user guide, and forward this correspondence, as required, to ensure the correct people are aware of the changes.
- If this mail 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 e-mail detailing the change in contact details.

### **Changes to POs: Specific arrangements during the transition phase**

- All POs starting with 82##### that remain open (unfulfilled or partially fulfilled) at the time of the transition will close. There will be no impact for all other POs.
- Kenvue will create replacement POs for the remaining balance, with a new PO number in the new system.
- Suppliers will receive the new PO after the transition and all invoices will need to be submitted against the new PO number.
- There will be no impact for POs which will be delivered in full before the transition period.

### **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, manage their account, view purchase order status, and track invoices and payments.

### **Company Name Update**

After the system transition, we will also take the opportunity to update our new company name **in China**. Below are the legal entities in scope of the company name change:

- 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.

The exact date of the change and the new name will be announced at a later date, once approved by local authorities.

**Please note, the unified social credit ID will not change.** All existing agreements, including quality agreements, will remain valid even after the company name changes.

All purchase orders for the above-mentioned entities SJJ and JJC will reflect the new company name after the effective date. Suppliers must use the new company name to invoice to the above entities in China 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.

More information will be provided in the coming months, but if you do have queries, please email the central supplier mailbox [RA-JX2-SupplierCommu@kenvue.com](mailto:RA-JX2-SupplierCommu@kenvue.com).

Best regards,  
Kenvue Procurement