

SUBJECT: ACTION REQUIRED: Changes to Kenvue Accounts payable portal and Purchase Orders



This message is intended for suppliers doing business with us in APAC markets for all PO numbers not starting with 82

Dear Valued Supplier,

Kenvue Spun off from J&J in May 2023. Kenvue was operating in J&J systems (J&J Portal, Ariba, etc.) through TSA. We are exiting Transition Service Agreement (TSA) and transition into Kenvue own 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.

Changes to Purchase Orders and Accounts Payable Portal

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

- All open, valid, indirect purchase orders (PO) starting with 94#####, will be closed during cutover. Migrated POs will be recreated in Kenvue Ariba with a new PO number and the remaining balance. **Kenvue will create replacement POs with a new number for the balance open value.** All other POs are not impacted.
- There will be no impact for indirect POs which will be delivered in full before the transition period.
- A new Kenvue Accounts Payable (AP) Portal will be launched, replacing the existing J&J AP Portal.

There will be no change to the submission of invoices, including the address to submit invoices.

Required actions

- If you do not currently use Ariba, you will continue to receive your POs via e-mail.
- If you do use Ariba, you will transition to a new Kenvue Ariba Network ID. You will receive an email from SAP Ariba asking you to accept a new trading relationship request (TRR). Please make sure to accept the TRR in order to continue transacting with Kenvue Ariba.
- Once the Kenvue AP Portal goes live on February 24, 2025, you will receive an automated email from 'Kenvue AP Portal' that will include instructions on how to register with and access the portal.
- Coordinate deliveries and submit invoices to ensure on-time payment.
- 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, reply to and track support tickets, access knowledge articles and policies, and chat with a Kenvue helpdesk or virtual associate.

To check the status of invoices and payments, suppliers doing business with Kenvue in Hong Kong, Indonesia, India, South Korea, Malaysia, Taiwan, Thailand, Vietnam, and suppliers in China, Singapore and Japan with PO numbers which do not begin with 82. will need to contact the helpdesk for support. Note, there will be no changes to the current proxy process for making account updates.

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 not change and 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

<https://www.kenvue.com/suppliers/invoice-processing-systems-changes>. If you have any queries, please reach out to your Kenvue contact.

Best regards,

Kenvue Procurement