

SUBJECT: ACTION REQUIRED: Changes to Kenvue Payment Process. Complete registration by March 31, 2025 to ensure uninterrupted payments



This message is intended for suppliers doing business with EMEA (Europe, Middle East, Africa)

Dear Valued Supplier,

As previously communicated, Kenvue Spun off from J&J in May 2023. Kenvue was operating in J&J systems (J&J Portal, Ariba, etc.) through Transition Service Agreement (TSA). We are exiting TSA and transition into Kenvue own systems, Kenvue is implementing a new invoice processing system, in connection with our separation from J&J, on March 31, 2025. With our new ways of working and system changes implementations in seven weeks, we want to ensure your readiness for the changes coming. To support with this, please see the **Kenvue Supplier User Guide**, which outlines the changes and future ways of working.

Changes to the Invoice Processing Systems and Purchase Orders

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

- As of March 31, the existing J&J Portal will no longer be available for Kenvue suppliers. Please note: any invoice submitted to the J&J portal or the current PO box addresses after the cutoff dates below 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.
- Tungsten's e-invoicing solution will be the preferred method of e-invoicing, where available (please refer to the Kenvue supplier guide for more details).
- Further a new Kenvue Accounts Payable (AP) Portal will be launched with capabilities which are outlined in the section below.

Key dates

- Last day to cash Checks before they are cancelled: March 20, 2025
Checks will be reissued after the transition
- Last day for Kenvue to receive paper invoices: March 18, 2025
- Last day for Kenvue to receive non-paper invoices: March 20, 2025
- First day Kenvue will receive invoices after transition: March 31, 2025
Note: Any invoices received March 18 (paper) or 20 (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
- Last foreign payment date: March 17, 2025
- Last domestic payment date: March 20, 2025

- *Payments resume as normal on April 2, 2025
- AP queries should be made through Kenvue AP portal, and not J&J helpdesk: 31 March, 2025
- *Change to dates from previous comms

Required actions

- Tungsten will begin sending out communications in the coming weeks with guidance on registering to enable you to submit invoices.
- Paper and email invoice submission will be available in select countries, the email and mailing address to send these will change, please refer to the EMEA Supplier guide for Country specific details and regulations.
- 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 P#####N or P#####R 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 a replacement for such 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.

Kenvue Accounts Payable (AP) Portal

Effective March 31, 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, track invoices and payments, and manage their account.

Company Name Change

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.

We will be updating our company name for below entities in **France** and the **United Kingdom on March 31, 2025 (hereafter known as “effective date”)**. We will share the new name closer to the date, however, please note it will not be effective until it is registered with the local authorities.

It is important to note that we will only be updating the company name; there will be no change to our Tax ID, or our company registration number.

Country	Legal Entities in Scope for Name Change
United Kingdom	<ul style="list-style-type: none">• Johnson & Johnson Consumer Services EAME Ltd.• Johnson & Johnson Limited
France	<ul style="list-style-type: none">• Johnson & Johnson Consumer Holdings France• Johnson & Johnson Sante Beaute France (Sezanne Manufacturing site)

Other entities not mentioned above are not in scope of company name change.

- All purchase orders for the UK and France will reflect the new company name after the effective date.
- Suppliers must use the new company name to invoice to the above entities in the UK and France 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. We will take the opportunity to update the new name during subsequent renewals/ addenda.

We will provide you with more details on the updated name closer to the transition date.

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. If you have any queries, please reach out to your Kenvue contact.

Best regards,
Kenvue Procurement