

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

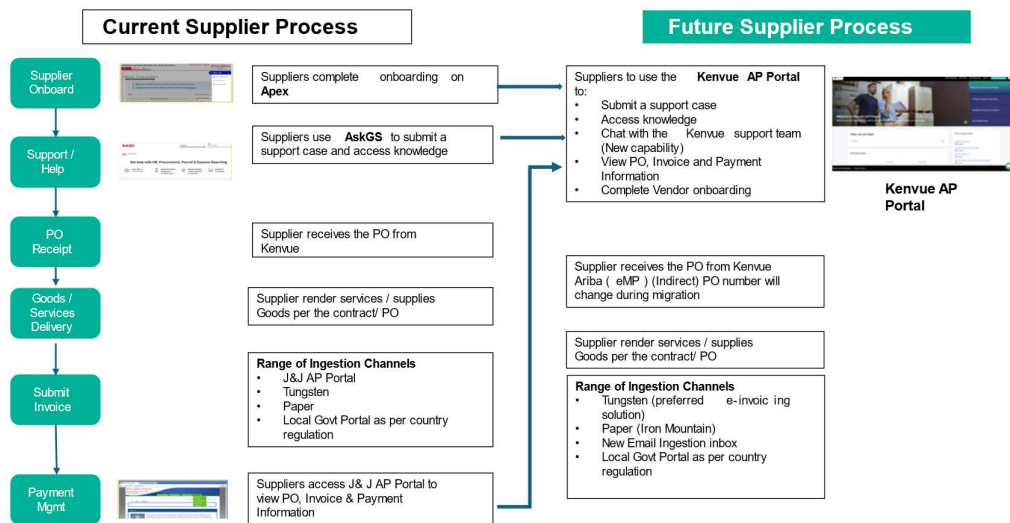


Dear Valued Supplier,

As previously communicated, Kenvue is implementing a new invoice processing system due to the J&J separation on March 31, 2025. To ensure continued and timely payments, you must complete certain actions prior to the change-over.

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

Suppliers – EMEA: **GO Live 31<sup>st</sup> March**



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

- The existing J&J Portal and Ariba invoicing method will, as of March 31, no longer be available for Kenvue suppliers. Please note: any invoice submitted to the J&J portal, email, or PO box addresses after the cutoff date of March 18 (paper invoices) or March 20 (non-paper invoices) will not process.
- A new Kenvue Accounts Payable (AP) Portal will be launched along with Tungsten’s e-invoicing solution in certain markets. Tungsten is a global electronic invoicing network, which digitizes invoices for faster, easier, and more secure global trade. It will replace the current J&J AP portal for submitting invoices. Based on your average annual volume of invoices, you can make a decision if you would like to use their Web portal or Integrated Solution. The Tungsten Web

portal is free for customers with less than 52 invoices per year. We will be back in touch with more on this in future messages.

- All purchase orders (PO) starting with P#####N or P#####R 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: 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 between March 20 and 31 will be rejected in the legacy J&J systems and you will be asked to resubmit post go-live
- Last foreign payment date: March 17, 2025
- Last domestic payment date: March 20, 2025
- Payments will stop between March 21, 2025, and March 30, 2025
- Payments resume as normal on March 31, 2025

#### **Required actions**

- Your Kenvue contact will reach out to you by January 31 to guide you through the process and answer any questions.
- If you do not currently use Ariba, you will continue to receive your POs via e-mail. For those suppliers registered with Ariba, you will receive an email from SAP Ariba with a new Trading Relationship Request (TRR). To continue transacting with Kenvue Ariba it is essential to accept the TRR.
- Suppliers with punch out catalogs may be asked to re-upload the list of products or services you offer to Kenvue into our new profile. SAP Ariba will contact you and we recommend notifying your IT department if this is the case.
- Once the Kenvue AP Portal goes live on March 31, 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 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 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 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, manage their account, view purchase order status, and track invoices and payments.

## 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"><li>• Johnson &amp; Johnson Consumer Services EAME Ltd.</li><li>• Johnson &amp; Johnson Limited</li></ul>
France	<ul style="list-style-type: none"><li>• Johnson &amp; Johnson Consumer Holdings France</li><li>• Johnson &amp; Johnson Sante Beaute France (Sezanne Manufacturing site)</li></ul>

*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.

More information will be provided in the coming months, but if you do have queries, please email the [central supplier mailbox](#).

Best regards,  
Kenvue Procurement