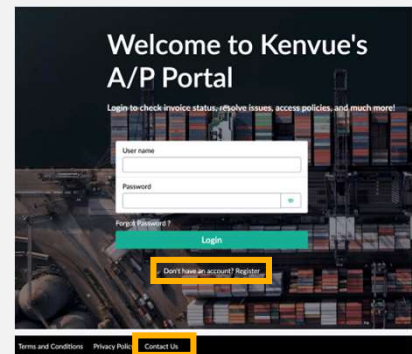


# Kenvue AP Portal Quick Reference Guide

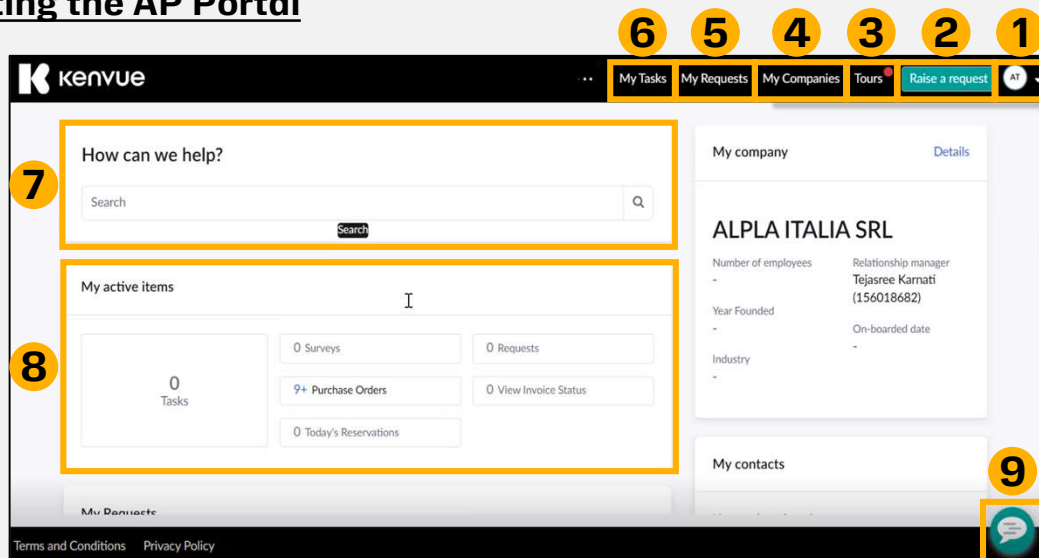
## Accessing the AP Portal

<https://kenvue.service-now.com/supplier>

When accessing the portal for the first time, select **Register** under the Login button and complete the form to register. If you need assistance logging on, click **Contact Us** at the bottom of the login page for the phone number directory.



## Navigating the AP Portal



1. Select your **profile** dropdown to adjust your language settings
2. Select **Raise a request** button to submit a request for assistance
3. Select the **Tour** dropdown to take a guided tour of the AP Portal
4. Select the **My Company** tab to view and edit your company profile (note: this feature may not be available for all regions; also only those with Admin self serve access can make changes.)
5. Select **My Tasks** to view all tasks assigned to you
6. Select **My Requests** to view and track all requests that you have been submitted to the Kenvue Help Desk
7. Use the **'How can we help?' search box** to search for requests and knowledge articles (note: knowledge articles may be limited at this time)
8. In the **My active items** section you can find:
  - **Tasks:** click to view all tasks that are assigned to you (.e.g., onboarding tasks)
  - **Surveys:** click to access surveys that have been assigned to you
  - **Purchase Orders:** click to open a table showing information on your Purchase Orders (note: this feature may not be available for all regions)
  - **Requests:** click to view and track all requests that have been submitted to the Kenvue Help Desk
  - **View Invoice Status:** click to open a table showing Invoice and Payment statuses (note: this feature may not be available for all regions)
9. Click the **chat icon** to quickly connect with a live associate for support