

# New Guidelines for Suppliers – EMEA (Europe, Middle East, Africa)





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# 1. Introduction

## 1.1 Background of Kenvue

Kenvue (pronounced ken-view), is the world's largest pure-play consumer health company by revenue, and our brands have played a role in everyday care routines for over 135 years. With rich knowledge of human needs and deep consumer insights, Kenvue delivers meaningful, personal health solutions.

Our purpose is clear. We believe that when people can count on care every day, it not only makes them well, it makes them whole, empowering them to engage more fully with the people, experiences and world around them.

Our products deliver safe, effective, everyday care at every stage of life.

## 1.2 System Transition

Kenvue is working through a global initiative designed to transform our business partner experience, and ensuring our interactions are as timely and efficient as possible.

As part of the exit from J&J, we will transition invoice processing systems. This will enable us to effectively maintain our services with you. This letter is to provide key information for the transition process and system cutover.

If you have any connections or processes with Kenvue in other regions, please refer to the relevant region-specific guides for updates. This guide is specific to EMEA.

As part of our commitment to facilitating a smooth transition we would like to share some important updates. Please forward the information in this guide to the appropriate individual(s) within your organization responsible for purchasing/procurement, accounts payable, or other such functions.

Thank you in advance for your understanding as we upgrade our systems.

### 1.3 Who is this guide for

The information contained in this guide is intended for direct and indirect suppliers. Some examples of description and categorisation of 'direct' and 'indirect' suppliers are outlined below.

- **Direct supplier:** means any supplier delivering material and services which impact production.
- **Indirect supplier:** means any supplier providing material and services supporting the day-to-day operations, such as our marketing teams.

Indirect supplier categories	Direct supplier categories
Capital equipment and construction	Packaging
Facility and maintenance services	Chemicals & API's
Utilities and energy	External Manufacturing
Real estate	Supply Chain materials
Professional services	
Fleet management	
HR services	
Information technology	
Travel, meeting and events	
Marketing (e.g. media & agencies)	
Research & Development	

## 2. Company name Update

In 2023 we completed our legal separation from Johnson & Johnson and became an independent company. However, some of our operating subsidiaries still contain the “Johnson & Johnson” name. These are in the process of being renamed to reflect our Kenvue branding and independence.

Our Company name updates will occur at different times for different legal entities (or “LE’s”) across our regions. Please refer to page 6 for a list of impacted entities in the EMEA region.

### 2.1 What You Need to Know

- No change to Tax Ids (underlying LE remains the same).
- No change to Bank Account Numbers.
- No change to parent company – our legal entities are ultimately owned by Kenvue Inc.

### 2.2 Impact to Contracts

All existing agreements will remain valid, and no change is required at the time of transition. However, for good record keeping, at the time of any subsequent renewal or amendment after the date of the LE name change, that new name will be updated in the contracts. All new agreements should reflect the new name from the date of signature.

### 2.3 Impact to Purchase Orders (POs)

All new purchase orders issued by LE’s that have changed name will, after the date of the name change, reflect the new company name. In most cases, existing purchase orders will not need to be re-issued and will continue to remain valid.

For detailed instructions and impacts by country, you will receive separate email communications.

**Applicable only for UK and France** - All Indirect supplier (see 1.3 for definition of indirect) purchase orders (PO), in the format 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 for the balance amount. There will be no impact for other PO’s. Suppliers will receive a new PO after the transition and all subsequent invoices will need to be submitted against the new PO number, with the new name. There will be no impact for POs which have been delivered in full before the transition period.

### 2.4 What You Need to Do

- Ensure you update our company name in your customer records in line with the timings set out in the table below (Refer section 2.5 for country and Legal Entity details).
- You must use the new company name to invoice Kenvue on and after the date of the LE name change. Please note that any invoices with incorrect billing details (Bill To/Ship To) will be reverted back requesting to submit invoice with correct name.
- You must ensure that all documentation, licences, registrations, quotations, or offers reflect the new company name after the date of the LE name change.
- It is crucial to coordinate deliveries and PO/Invoice changes, to avoid issues with deliveries, customs, or any risk of invoices not being processed promptly. For further 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>.

## 2.5 New Company Name

For each market, the specific new Kenvue company name in that market will be provided (in some cases, once approved by local authorities), closer to the effective date, in a separate market-specific communication.

### Timing of Company Name Change in EMEA region

Legal entities which are not mentioned below are not in scope of company name change.

Country	Timing (Effective Date)	Current Legal Entity Name
United Kingdom	March 31, 2025	Johnson & Johnson Consumer Services EAME Ltd.
United Kingdom	March 31, 2025	Johnson & Johnson Limited
France	March 31, 2025	Johnson & Johnson Consumer Holdings France
France (Sezanne plant)	March 31, 2025	Johnson & Johnson Sante Beaute France
Austria	May 12, 2025	Johnson & Johnson Gesellschaft m.b.H.
Belgium	May 12, 2025	Johnson & Johnson Consumer NV
Germany (Wuppertal plant)	May 12, 2025	Johnson & Johnson GmbH
Netherlands	May 12, 2025	Johnson & Johnson Consumer B.V.
Greece (Mandra plant)	July 2025 (tentative)	Johnson & Johnson Hellas Commercial and Industrial S.A.
Greece	July 2025 (tentative)	Johnson & Johnson Hellas Consumer Products Commercial Societe Anonyme
Italy (Pomezia plant)	July 2025 (tentative)	Johnson & Johnson - Societa' Per Azioni
Egypt (Cairo plant)	October 2025 (tentative)	Johnson & Johnson (Egypt) S.A.E.
Saudi Arabia	October 2025 (tentative)	Johnson & Johnson Consumer Saudi Arabia Limited
South Africa (East London and Cape Town plants)	October 2025 (tentative)	Johnson and Johnson (Proprietary) Limited
Ukraine	October 2025 (tentative)	Johnson & Johnson Ukraine LLC

Exact timings and instructions will be provided closer to the time in separate communications

If you have any questions or need any help with further information to complete the name change updates in your system, visit our supplier resource page, which is regularly updated <https://www.kenvue.com/suppliers/invoice-processing-systems-changes>.

## 2.6 Address Change for Swiss Entities

The Kenvue legal entities listed below – for Switzerland - will not be changing name, but will be operating under a new business address, beginning March 31, 2025.

Please note that this is an address change only, so there will be no other changes applicable to these legal entities, so also no changes to these companies' current contact details.

### Legal Entities in scope

- JNTL Consumer Health I (Switzerland) GmbH
- JNTL Consumer Health II (Switzerland) GmbH
- JNTL (Puerto Rico) HoldCo GmbH
- JNTL (Switzerland) HoldCo GmbH

Current address	New address (effective from March 31, 2025)
Gubelstrasse 34 6300 Zug Switzerland	Suurstoffi 18 6343 Rotkreuz Switzerland

### 2.6.1 What you need to know:

- Beginning March 31, 2025, all new documents containing an address should indicate the new address. Existing documents will be updated at the time of renewal.
- Tax ID and VAT numbers are not changing.
- Existing contracts will continue to remain valid (the change of address will be noted the next time existing agreements are renewed or amended for other business reasons).
- All POs for above in scope Swiss LEs will reflect the new address in Bill To/Ship To sections.

### 2.6.2 What you need to do:

- Please update your customer records to reflect the new address after 31 March 2025.
- Any notices, future correspondence, invoices, shipping documents to Kenvue's Swiss companies must include the new address above, valid current Tax ID after the effective 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>.

### 3. What is Not Changing

For suppliers that utilise Ariba Supplier Network Collaboration (SNC) for Purchase Orders (PO's), Advanced Shipping Notices (ASNs) and forecast collaboration, there will be no change to the existing process. PO's and forecasts will be received as normal, and you will need to continue to submit ASN's through the SNC system.

Direct suppliers' (see 1.3 for definition of direct) PO numbers and ranges will remain the same (i.e. PO's which DO NOT start with P#####N or P#####R).

Ariba PO number prefixes will remain the same for their respective regions.



## 4.0 Ariba Changes

### 4.1 Ariba ID

We are in the process of creating a new Kenvue Ariba ID. If you do not use Ariba, you will continue to receive your Purchase Orders (POs) via email and do not need to do anything about the information in this section.

If you do use Ariba, you will need to connect to Kenvue's new ID AN11209665863 (Madrid only AN11194169611) in Ariba. This is expected to take 11 business days. If this is not completed before March 31, 2025, it may cause delays in being able to view POs in Ariba during the transition period, please consider this when planning the transition to Kenvue's new Ariba ID.

### 4.2 SAP Trading Relationship Request (TRR)

If you use the SAP trading relationship process to receive PO's, please note that Kenvue is setting up a new trading relationship number, so please accept any new TRR promptly. This ensures seamless transactions. If you prefer receiving PO's via email, no further action is required after this step.

### 4.3 Configure your SAP Business Network Account Order Routing and Notifications:

- **PO Routing Settings:** Please adjust your Electronic Order Routing settings. Please note that Kenvue will not support Supplier Integration options such as cXML or EDI, but receiving your Purchase Orders via e-mail as a .pdf attachment will remain an option.
- Please **Check Network Notifications** and confirm they are correctly enabled.


### 4.4 Catalog Upload

- Suppliers with Ariba catalogs will be asked to re-upload the list of products or services you offer to Kenvue into our new profile.
- **Where applicable you will be contacted by Kenvue and/or SAP regarding the migration/upload of existing catalogs to the new Kenvue SAP Business Network Account.** Catalog testing will be conducted as part of this process.

## 4.5 Example PO Form

As a result of our transition some forms will change. For your reference we have included annotated examples of these forms in this guide. Please take some time to review them and to share this information with the relevant departments in your organization.

### Direct Supplier Example PO Form SAP STF (see 1.3 for definition of direct supplier)


New Kenvue Logo

<b>PURCHASE ORDER</b>		JNTL Consumer Health I (Switzerland) GmbH									
PO NUMBER:	4501233845	Suurstoffi 18									
ORDER DATE:	19.01.2024	CH-6343 Rotkreuz									
PO PRINT DATE:	27.01.2025	Switzerland									
ORDER CURRENCY:	GBP	Tel: +41(0)231 50 50									
TERMS OF PAYMENT:	30 days # twice monthly										
TERMS OF DELIVERY:	FCA BRAUNTON										
<b>DELIVERY ADDRESS</b>		<b>VENDOR ADDRESS</b>									
		001783									
		<b>BILL-TO ADDRESS</b>									
		JNTL Consumer Health I (Switzerland) GmbH Suurstoffi 18 CH-6343 Rotkreuz Switzerland VAT ID GB425755090									
		<span style="border: 1px solid black; padding: 2px;">Bill to Address</span>									
<b>LINE NO</b>	<b>VENDOR MATERIAL</b>	<b>MATERIAL</b>	<b>MATERIAL DESCRIPTION</b>	<b>QUANTITY</b>	<b>UOM</b>	<b>UNIT PRICE</b>	<b>PER</b>	<b>UOM</b>	<b>TOTAL PRICE</b>	<b>DEL DATE (DD.MM.YYYY)</b>	<b>CUSTOMER REFERENCE</b>
00001		8475507	SUDAFED CONF HD MAX CAP 16 GB	127.314	EA	470.00	1.000	EA	59.837.58	25.04.2024	

New Supplier Portal

<b>TOTAL ORDER AMOUNT IN GBP:</b>	59,837.58
<p>Please provide your order acknowledgement within 5 working days after receipt of this PO.</p> <p>Your invoice must correctly state our PO number, Line No, Material Code and full details as shown under "BILL-TO-ADDRESS".</p> <p>Please send your original invoice to the following mailing address (not applicable in case of e-invoicing, the standard way of invoicing):</p> <p>Kenvue Invoice Mailroom, Iron Mountain Polska Services Sp z o.o. ul. Czarnieckiego 122, 25-017 Radom, Polska</p> <p style="text-align: right;">PAGE 1 / 1</p> <p>Please visit our self-service supplier portal at <a href="https://kenvue.service-now.com/supplier">https://kenvue.service-now.com/supplier</a> to check online the status of your invoices / payments and obtain further information on FAQ and e-invoicing. The General Terms and Conditions of JNTL Consumer Health I (Switzerland) GmbH will apply and govern the manufacturing and supply of the products or services.</p>	

Address for paper invoices

# Indirect Supplier Example PO Form (see 1.3 for definition of indirect supplier)

**Purchase Order No**



Purchase Order P20014098R  
VersionNumber 1

Amount \$ [redacted]

Supplier REPSCO PROMOTION (4255098659)  
Supplier Address

[redacted]

**Bill to and Ship To address (if applicable)**

**Ship To**  
JNTL Consumer Health (Czech Republic) s.r.o  
Walterovo nám. 329/1  
15800 Prague  
Czech Republic

**Bill To Kenvue France**  
**Bill To Address**  
41-43 rue Camille Desmoulins  
92130 ISSY LES MOULINEAUX, CEDEX 9  
France  
Phone: +33 01 55 00 48 00  
Fax: +33 01 55 00 24 10

**Deliver To Florina Alexandra Balaceanu**

**Payment Terms Z008**

Line Item Details (1 Line Item)

Line#	Description	Supplier Part Number	Quantity	Unit of Measure	Need-by Date	Unit Price	SubTotal
1	UAT_21_PRCre_01 Summary-Completion and Approving (Adding an approver/watcher in		2.00	each		[redacted]	
<p><b>Full Description</b> UAT_21_PRCre_01 Summary-Completion and Approving (Adding an approver/watcher in the approval flow)of PR - Kenvue Enterprise Jira</p> <p><b>Requester Name</b> Florina Alexandra Balaceanu  <b>Requisition Unique Name</b> PR39009  <b>Down Payment Amount</b>  <b>Ordered Date</b> Fri, 20 Dec, 2024  <b>Kenvue Payment Terms</b> Z008</p>							

**Total Amount** \$11,000.00 USD

**Terms and Conditions**

\*Safety Reporting Requirements: To comply with global regulatory requirements, Company must collect Adverse Events and Product Quality Complaints (together Safety Information) (each defined in the terms and conditions applicable to this Purchase Order), including from its partners and suppliers. When Supplier, or any of its affiliates or subcontractors, in performing the Services, become aware of any Safety Information associated with a Company product, Supplier shall notify Company (<https://www.kenvue.com/contact-us>) within one (1) business day of Supplier's receipt of such Safety Information (or on the next business day after any public holiday or office closure, but in any case, no later than three (3) calendar days from becoming aware of the Safety Information).

Terms & Conditions: Kenvue's general terms and conditions of purchase are available at [www.kenvue.com/supplier/general-terms-and-conditions](http://www.kenvue.com/supplier/general-terms-and-conditions), and are incorporated into this Purchase Order by reference. Acceptance and fulfillment of this Purchase Order constitutes acceptance of Kenvue terms and conditions. If you are unable to access the webpage, or have any questions, please contact the "Requester" listed below. Kenvue companies may use your personal information to manage our business relationship, in accordance with relevant Privacy Policies (<https://www.kenvue.com/privacy-policy>), and to comply with legal obligations (such as global trade control laws and regulations).\*

## 5. Accounts Payable

Payments will temporarily freeze over a short transition period, so some invoices may be delayed by a few days as we transition to the new systems. We ask for your patience while we make these changes, which will allow a smoother subsequent process.

Please note that the following sections only apply if you invoice Kenvue Entities in the EMEA region directly (for a list of countries refer to pages 14 & 15). If you invoice a legal entity in a different Kenvue region, please refer to the relevant region-specific guide for information.

Invoices must include the new legal entity name (if applicable), entity relevant Tax ID and valid new PO number after the cutoff date set out in section 5.2 (see next page). Please ensure that you send all invoices before the deadline to avoid reprocessing or issues with delivery and customs due to entity name changes.

### 5.1 Invoice submission

The existing J&J portal will no longer be available for invoice submission. The table below summarises these options, and we have shared more detail (see next page) on each of these new invoicing options. Please note the transition dates, along with the options available below per market.

Please continue to use the current J&J invoicing portal until the cutoff date listed in section 5.2.

Transition Date	Invoicing Options Available after transition
March 31, 2025	1-E-Invoicing via Tungsten System 2-Email Submission 3-Paper Submission 4 - Local Government Portal as the country regulation requires

## 5.2 Invoice Submission After Transition

**Option 1 : E-Invoicing via Tungsten System:** Kenvue’s preferred invoice processing method is electronic invoicing via the Tungsten Network. This is the faster and more secure option, enabling invoices to be paid smoothly. For suppliers wanting to adopt this solution, Tungsten Network registration instructions will be circulated in mid-February and the Kenvue Tungsten user guide will be provided along with other supporting information upon registration. You will receive these communications from [Kenvue@go.tungstenautomation.com](mailto:Kenvue@go.tungstenautomation.com). If your company already utilizes the Tungsten Network, for the Web Forms solution you will need to log in, go to the “for your attention” section, and click accept. You should then be ready to transact. For the Integrated Solution you will need to complete the implementation process, although the connections should already be established.

For **Tungsten Specific Inquiries**, you can contact [Tungsten Support](#).

**Option 2 : Email Submission:** Alternatively, invoices can be submitted via email to the designated regional mailbox (listed on the next page)

**Option 3 : Paper Submission:** For those who prefer traditional methods, invoices can still be submitted via mail to our address (listed on the next page)

The last day to receive invoices before the transition will be **March 18, 2025** for paper invoices and for electronic invoices it will be **March 20, 2025**, so please ensure any invoices are sent in time to be **received** before this date. Please also note the change in address post transition (per market, see next page).

**Option 4: Local Government Portal :** Applicable to suppliers in countries Egypt, Turkey, Italy, Romania and Ukraine that are mandated by local regulations to submit invoices through the government portal. Refer pg. 14 & 15 for further details.

### **Instructions for email submission of invoice using dedicated email address**

1. Acceptable attachment types => only pdf format files
2. File size limitations => max 10 Mb / pdf file
3. 1 attachment invoice in pdf format file / email:
  - the auto rejection check in Outlook will reject any email that has more than 1 attachment
  - if the invoice has multiple pages / annexes, all these should be in one single pdf file
4. Email Address to send – Refer Pg 13 & 14 for country specific email address
5. Email Address listed are No-Reply email address

### **Critical Information to appear on the invoice**

1. Kenvue Legal Entity Name (as communicated by us)
2. Tax ID
3. PO Number received from Kenvue

## Country specific guidance for submitting invoices

Country	New Mailing Address effective 31 March 2025	New Mailbox effective 31 March 2025	Whether Tungsten is available
UAE	Kenvue Invoice Mailroom Pelitli Mahallesi 4436 Sokak No:41 Pelitli Köyü/Gebze/Kocaeli; Contact Mert Yiğit. (+90-546 405 0634)	<a href="mailto:Invoices-EMEA@kenvue.com">Invoices-EMEA@kenvue.com</a>	Available
Austria	Kenvue Invoice Mailroom, Iron Mountain Polska Services Sp z o.o. ul. Czarnieckiego 122, 26-617 Radom, Polska Phone number: +48 48 345 06 00	<a href="mailto:Invoices-EMEA@kenvue.com">Invoices-EMEA@kenvue.com</a>	Available
Belgium		<a href="mailto:Invoices-EMEA@kenvue.com">Invoices-EMEA@kenvue.com</a>	Available
Czech Republic		<a href="mailto:Invoices-EMEA@kenvue.com">Invoices-EMEA@kenvue.com</a>	Available
Denmark		<a href="mailto:Invoices-EMEA@kenvue.com">Invoices-EMEA@kenvue.com</a>	Available
France		<a href="mailto:Invoices-EMEA@kenvue.com">Invoices-EMEA@kenvue.com</a>	Available
Finland		<a href="mailto:Invoices-EMEA@kenvue.com">Invoices-EMEA@kenvue.com</a>	Available
UK		<a href="mailto:Invoices-EMEA@kenvue.com">Invoices-EMEA@kenvue.com</a>	Available
Germany		<a href="mailto:Invoices-EMEA@kenvue.com">Invoices-EMEA@kenvue.com</a>	Available*
Greece		<a href="mailto:invoices-EMEA-GR@kenvue.com">invoices-EMEA-GR@kenvue.com</a>	Available
Hungary		<a href="mailto:Invoices-EMEA@kenvue.com">Invoices-EMEA@kenvue.com</a> OR Current local Kenvue contact where invoices are currently sent	Available
Ireland		<a href="mailto:Invoices-EMEA@kenvue.com">Invoices-EMEA@kenvue.com</a>	Available
Egypt		Not Applicable for domestic invoices Foreign invoices only: JOHNSON & JOHNSON EGYPT S.A.E. Mavida Business Park 3   Building 1   P01&P02   Soil Spaces   New Cairo   Egypt	Supplier submits on Government Portal (domestic)
Italy	<b>(Foreign invoices only)</b> Kenvue Invoice Mailroom, Iron Mountain Polska Services Sp z o.o.ul. Czarnieckiego 122, 26-617 Radom, Polska Phone number: +48 48 345 06 00	Supplier submits on Government Portal (domestic)  Foreign invoices can be submitted at : <a href="mailto:invoices-emea@kenvue.com">invoices-emea@kenvue.com</a>	Available for Foreign Invoices ONLY

\*For Germany e-invoicing (Tungsten) will not be available as of March 31, 2025 for tax e-bill (xml). This will be implemented in the future and if this is relevant to you, you will receive further communication in due course.

## Country specific guidance for submitting invoices

Country	New Mailing Address effective 31 March 2025	New Mailbox effective 31 March 2025	Whether Tungsten is available
Netherlands	Kenvue Invoice Mailroom, Iron Mountain Polska Services Sp z o.o. ul. Czarnieckiego 122, 26-617 Radom, Polska Phone number: +48 48 345 06 00	<a href="mailto:Invoices-EMEA@kenvue.com">Invoices-EMEA@kenvue.com</a>	Available
Norway		<a href="mailto:Invoices-EMEA@kenvue.com">Invoices-EMEA@kenvue.com</a>	Available
Poland		<a href="mailto:Invoices-EMEA@kenvue.com">Invoices-EMEA@kenvue.com</a>	Available
Portugal		<a href="mailto:Invoices-EMEA@kenvue.com">Invoices-EMEA@kenvue.com</a>	Available
Romania	<b>(Foreign Invoices Only)</b> Kenvue Invoice Mailroom, Iron Mountain Polska Services Sp z o.o. ul. Czarnieckiego 122, 26-617 Radom, Polska Phone number: +48 48 345 06 00	Supplier submits on Government Portal ( <b>domestic</b> )  Foreign invoices can be submitted on: <a href="mailto:invoices-emea@kenvue.com">invoices-emea@kenvue.com</a>	Not Applicable
Saudi Arabia	Not Applicable	<a href="mailto:invoices-EMEA-SA@kenvue.com">invoices-EMEA-SA@kenvue.com</a> OR Current local tact where invoices are currently sent	Not Applicable
Sweden	Kenvue Invoice Mailroom, Iron Mountain Polska Services Sp z o.o. ul. Czarnieckiego 122, 26-617 Radom, Polska Phone number: +48 48 345 06 00	<a href="mailto:Invoices-EMEA@kenvue.com">Invoices-EMEA@kenvue.com</a>	Available
Slovakia		<a href="mailto:Invoices-EMEA@kenvue.com">Invoices-EMEA@kenvue.com</a>	Available
South Africa	Not Applicable	<a href="mailto:Invoices-EMEA@kenvue.com">Invoices-EMEA@kenvue.com</a> OR Current local Kenvue contact where invoices are currently sent	Available
Turkey	Not Applicable	Supplier submits on Government Portal (domestic) <b>Foreign invoices only should be sent to: <a href="mailto:Turkey.extinvoices@kenvue.com">Turkey.extinvoices@kenvue.com</a></b>	Not Applicable
Spain	Kenvue Invoice Mailroom, Iron Mountain Polska Services Sp z o.o. ul. Czarnieckiego 122, 26-617 Radom, Polska Phone number: +48 48 345 06 00	<a href="mailto:Invoices-spain@kenvue.com">Invoices-spain@kenvue.com</a>	Available
Switzerland		<a href="mailto:Invoices-EMEA@kenvue.com">Invoices-EMEA@kenvue.com</a>	Available
Ukraine	Kenvue UA postal address: 32/2 Ostrozkykh Kniaziv Str., Kyiv, 01010, Ukraine BC Senator, 5th floor  <i>Domestic invoices (those suppliers who do not use pdf images) and foreign invoices to be sent to this address</i>	Upload invoices in electronical format (pdf) and digitally signed, to the local portals Vchasno or Sota	Not Applicable

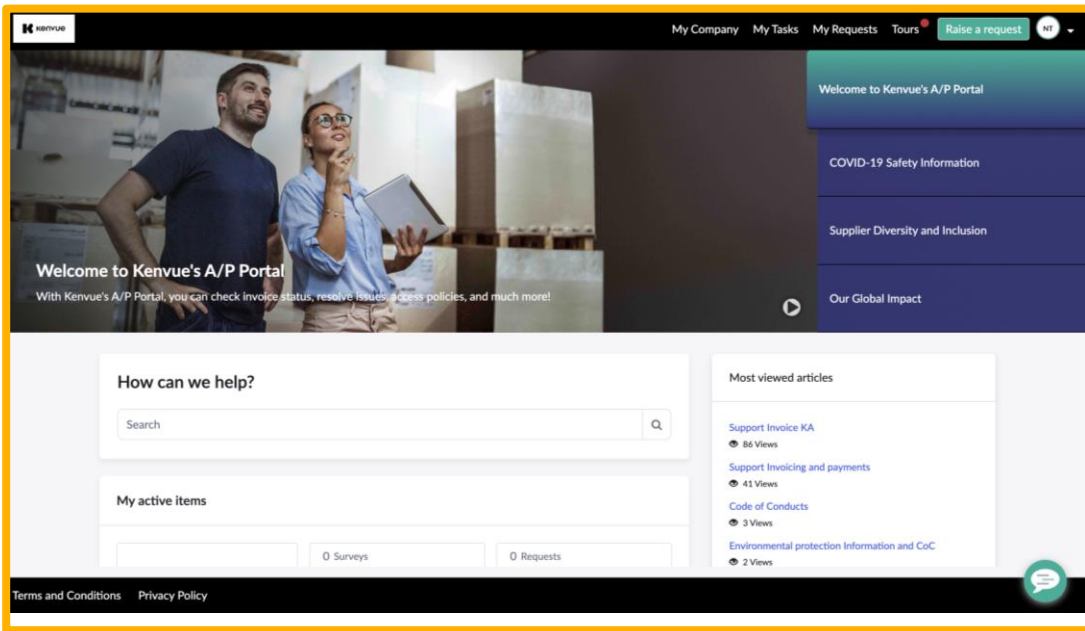
Ensure that all goods are sent before the transition date /PO migration.

### 5.3 Who to contact with Accounts Payable queries

Kenvue is also deploying new system to enable supplier communication. Suppliers will gain access to a newly designed Accounts Payable (AP) Portal – which will be available at <https://kenvue.service-now.com/supplier>.

Effective **31 March 2025**, Suppliers in EMEA\* can use the AP Portal to submit and reply to support tickets, access knowledge articles and policies, engage in real-time chat with the Kenvue support team. They can also complete supplier onboarding, manage their account, view purchase order status, and track invoices and payments. You should no longer use the J&J AP portal, which will no longer be available to Kenvue suppliers.

Once the Kenvue AP Portal goes live, suppliers will receive an automated email from “Kenvue AP Portal” that will include instructions on how to register and access the portal. We appreciate your cooperation and look forward to enhancing your experience with our new AP Portal.



Last date to Submit Support Case on AskGS or J&J AP Portal	First date to get access to Kenvue AP Portal
28 March 2025, 12 noon	31 March 2025

\*Madrid site will get access to self serve PO, Invoice, Payment Tracker capabilities on the AP portal on 24 February, 2025



## 5.4 Payment Cutover

Payments will temporarily change over the transition period as follows:

Activity	Date
Last foreign payment date pre-go-live	March 17, 2025
Last domestic payment date pre-go-live	March 20, 2025
Payments will stop between	March 21 – April 1, 2025
Payments resume as normal	April 2, 2025

- If goods are received after the old PO has been closed, please ensure the new PO number is included on all invoices.
- To ensure prompt payment, please make sure invoices are addressed to the correct Kenvue legal entity and include your Tax ID on all invoices.
- 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>.

## 5.5 Terms and Conditions

- All Kenvue purchase orders are subject to our standard terms (which apply to the exclusion of any other terms, including on any invoice), unless you have an existing signed agreement in place for the goods and services you are providing (such as a Supply Agreement, a Master Services Agreement or similar) – where a signed agreement is in place, the terms of that agreement will take precedence over our online standard terms.
- Kenvue standard terms and conditions are available at [www.kenvue.com/suppliers/general-terms-and-conditions](http://www.kenvue.com/suppliers/general-terms-and-conditions) and will be referenced on all Kenvue purchase orders as soon as each country transition is completed.

# 6.0 Standard order cutoff / blackout period

## 6.1 Key transition dates

To ensure a smooth and successful transition to our new system a short blackout period will be in effect. Please review the dates below. We will not be able to create new Purchase Orders (PO's) or to register received goods in our system during the transition period, which may lead to short delays in processing documentation. Please note that physical deliveries and receipt of goods is not affected by the system changes, and should continue as normal.

Refer Section 1.3 for further guidance on direct/indirect spend.

Activity	Date
Last day to receive Indirect POs (from Ariba eMP) from Kenvue before transition	March 20, 2025
First day to receive Indirect POs (from Ariba eMP) from Kenvue after transition	March 31, 2025
Last goods receipt (indirect) date of PO at Kenvue DC*	March 20, 2025
First goods receipt (indirect) date of PO at Kenvue DC *	March 31, 2025
Last day to cash Checks before they are cancelled	March 20, 2025

\*Activities impacting service/goods POs (Ariba eMP) only. For further guidance on direct/indirect spend, refer section 1.3

## 6.2 PO cutover strategy

POs created and delivered in full before the transition period will continue to payment. The transition will temporarily affect Kenvue Indirect POs (which may be labelled 'Johnson & Johnson Consumer') that remain open at the time of the transition. (PO starting with P#####N or P#####R that remain open at the time of the transition)

At transition, Kenvue indirect POs (which may be labelled 'Johnson & Johnson Consumer') will close, including both partially and unfilled POs. Kenvue will recreate all the partial and unfilled POs in the new system, which will result in a new PO number for the old PO that closed. The new PO will be created with the remaining balance of the old PO, so the PO value may be different from the original PO. Please submit invoices on time for POs that are due to close to avoid invoice reprocessing.

For clarity, please note that any PO's issued by Johnson & Johnson (i.e. by J&J companies which are not part of Kenvue, and relating to goods and services supplied to J&J) are unaffected by these changes. If you are also supplying to J&J and have any queries about their PO's, please reach out to your normal J&J contact.

## 6.3 Ariba Upgrade

Please note, if you do not currently use Ariba you will continue to receive POs via email, and the following Ariba update does not apply to you. While we transition, we will upgrade our SAP Ariba Network ID. You will receive an email from SAP inviting to transact again, please make sure to accept it. Our new Ariba ID is AN11209665863 (or for Madrid AN11194169611).

For suppliers with punch-out catalogues with us, you will be contacted by Kenvue and/or SAP regarding re-enablement of existing catalogs to the new Kenvue SAP Business Network Account. Catalog testing will be conducted as part of this process.

## 7. Other systems changing

### 7.1 Keelvar

We will gradually launch our new eSourcing tool, Keelvar. Our teams will start collaborating digitally with you through this tool. We recommend visiting Keelvar's webpage at [www.keelvar.com](http://www.keelvar.com), and that you consider getting trained for free in their "keelvarcity" section <https://keelvar.learnupon.com/>.

### 7.2 Malbek

We will also gradually launch our contract lifecycle management tool, Malbek. Our teams may start collaborating digitally with you through this tool, so please look out for further communications on this in due course. In the interim, our teams will continue to work with you on contract matters in the same way that they do today.

## 8.0 Checklist

Below is a list of key dates/actions to help ensure the transition to our upgraded system causes the least possible disruption.

### EMEA

Date	Action
Now	Mark transition dates in your calendar and forward plan
March 20, 2025	Last day to receive POs from Kenvue
March 20, 2025	Last goods receipt date of PO
March 31, 2025	First day to receive POs from Kenvue after transition
March 31, 2025	First goods receipt date of PO at the Kenvue DC
<b>Company Name Update</b>	
March 31, 2025 - UK JJCS, UK J JL, France JJCHF, France JJSBF	Update your system to reflect the new company on the date indicated, it is imperative you make this change but <b>not sooner</b> than the date communicated as this may impact business transactions.
<b>PO Creation Strategy and PO Cutover Strategy</b>	
Before March 31, 2025	When using Ariba, accept new trading relationship (email from SAP to transact with new Kenvue Ariba ID)
<b>Accounts Payable</b>	
March 17, 2025	Last foreign payment date before transition
March 20, 2025	Last domestic payment date before go-live
March 21 – April 1, 2025	Payments temporarily stop between certain dates
April 2, 2025	Payments resume as normal
March 31, 2025	Include your Tax ID on all invoices
March 31, 2025	For all Accounts Payable support, use the new AP portal
March 31, 2025	The all-new Kenvue Accounts Payable portal will become available
March 20, 2025	Last day to cash checks, before they are cancelled
<b>Invoice Submission</b>	
March 31, 2025	Ensure all invoices are addressed to Kenvue
28 March 2025, 12 noon	J&J Portal switch off date for suppliers
Now	Tungsten Network invoice submission If you choose to adopt Tungsten Network look out for an enrolment email from Tungsten
March 18, 2025	Last day for Kenvue to receive paper invoices before transition
March 20, 2025	Last day for Kenvue to receive non paper invoices before transition

# 9.0 Overview of Key Changes to Supplier process

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

