

New Guidelines for Suppliers – US & PR





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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, 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 launching a global initiative designed to transform our business partner experience by improving the quality of service we deliver 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.

Any connections or processes that you have in other regions, please refer to the region specific guides for updates.

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.

This guide applies to transactions with Legal entities in US and Puerto Rico.

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

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 US & PR regions.

2.1 What You Need to Know

- No change to Tax Ids (underlying LE remains same)
- No change to Bank Account Numbers
- No change to Parent Company, 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.

All Indirect purchase orders (PO) starting with 97##### or 99##### 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>.

North America

| Country | Effective As Of | Previous Company Name | New Company Name |
|---------------|------------------|---|---|
| Canada | July 31, 2024 | Johnson & Johnson Inc. | Kenvue Canada Inc. |
| United States | October 28, 2024 | Johnson & Johnson Consumer Innc. <u>Previous Corporate Address:</u> 199 Grandview Rd Skillman, NJ 08558 | Kenvue Brands LLC <u>New Corporate Address:</u> 1 Kenvue Way, Summit, NJ 07901 |

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 97##### or 99#####) will remain the same.

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

4.0 Purchase Order 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 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)



| | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|---|--|--|--|
| PURCHASE ORDER PO NUMBER: 4501233845 ORDER DATE: 18.01.2024 PO PRINT DATE: 27.01.2025 ORDER CURRENCY: GBP TERMS OF PAYMENT: 30 days # twice monthly TERMS OF DELIVERY: FCA BRAUNTON | | | | JNTL Consumer Health 1(Switzerland) GmbH Saurstoffli 18 CH-0343 Rotkreuz Switzerland Tel: +41(55)231 50 50 | | | |  | | | |
| DELIVERY ADDRESS | | | | VENDOR ADDRESS 001783 | | | | BILL-TO ADDRESS JNTL Consumer Health 1 (Switzerland) GmbH Saurstoffli 18 CH-0343 Rotkreuz Switzerland VAT ID GB425755090 | | | |



| LINE NO | VENDOR MATERIAL | MATERIAL | MATERIAL DESCRIPTION | QUANTITY | UOM | UNIT PRICE | PER | UOM | TOTAL PRICE | DEL DATE (DD.MM.YYYY) | CUSTOMER REFERENCE |
|---------|-----------------|----------|-------------------------------|----------|-----|------------|-------|-----|-------------|-----------------------|--------------------|
| 00001 | | 8475507 | SUDAFED CONF HD MAX CAP 16 GB | 127,314 | EA | 470.00 | 1,000 | EA | 59,837.58 | 25.04.2024 | |

Address for paper invoices

New Supplier Portal

| | |
|----------------------------|-----------|
| TOTAL ORDER AMOUNT IN GBP: | 59,837.58 |
|----------------------------|-----------|

Please provide your order acknowledgement within 5 working days after receipt of this PO.

Your invoice must correctly state our PO number, Line No, Material Code and full details as shown under "BILL-TO ADDRESS".

Please send your original invoice to the following mailing address (not applicable in case of e-invoicing, the standard way of invoicing):

Kenvue Invoice Mailroom, Iron Mountain Polska Services Sp z o.o.
 ul. Czarnieckiego 122, 26-017 Radom, Polska

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Please visit our self-service supplier portal at <https://kenvue.service-now.com/supplier> 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 1 (Switzerland) GmbH will apply and govern the manufacturing and supply of the products or services.

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.

Indirect Supplier Example PO Form

ORDER NO. 994809870 ← Purchase Order No

Issued on Monday, December 2, 2024 CET
Created on Monday, December 2, 2024 CET by DOUGLAS PETERMAN

SUPPLIER: W W GRAINGER INC (4765026) **TOTAL AMOUNT** USD

SHIP TO: Lititz Plant (Manufacturing)
400 W Lincoln Avenue
Lititz, PA 17543
United States
Phone: +1 717-627-9138

BILL TO: KENVUE BRANDS LLC - PPC(198P Bill To)
PO Box 16571
New Brunswick, NJ 08906-6571
United States
Phone: +1 800-231-3965

Bill to and
Ship To
address (if
applicable)

DELIVER TO:
KENVUE ATTENTION: PARTS STOREROOM EAST DRIVE-
GATE#1-DOCK#13 400 W. LINCOLN AVE. LITITZ, PA
Company Code:
Name: KENVUE BRANDS LLC (6101)
Internal Order (select 'Other' if your IO is not found):
Plant Code:
Name: US03
Profit Center:
Cost Centre:
Department Name: FACILITIES - LITITZ (80633)
Account:
Account Name: MECHANICAL STOCK SUPPLIES (62507001)
Reference:

Is the transaction for a Health Care Professional/Organization (HCP/HCO) or a Government Official (GO), or a Third Party interacting with HCP/HCO/GO?:
ID: No
Option: No

Is this transaction for a mandatory payment or product rebate?:
ID: No
Option: No

Does this transaction involve a Third Party Intermediary (TPI), requiring Due Diligence?: No
Business Owner:

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 NA & PR regions 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.

| Date | Invoicing Options Available |
|-------------------|--|
| February 24, 2025 | 1-E-Invoicing via Tungsten System 2-Email Submission 3-Paper Submission 4 – GXS (for limited Suppliers) |

5.2 Invoice Submission After Transition

Option 1: E-Invoicing via Tungsten System: the preferred invoice processing method is the electronic invoicing via the Tungsten Network. This is the fastest and most secure option for invoices to be paid on time. For suppliers wanting to adopt this solution, Tungsten Network registration instructions will be circulated six weeks prior to go-live 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. If your company already utilizes the Tungsten Network, for Web Forms solution you will need to log in, go to “for your attention section”, click accept, and you are ready to transact. For the Integrated Solution you will need to complete the implementation process, however, the connections will 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

Option 3: Paper Submission: For those who prefer traditional methods, invoices can still be submitted via mail to our below address.

The last day to receive paper invoices will be **February 11, 2025** and non paper invoices will be **February 13, 2025**, so please ensure any invoices are sent in time to be received before this date. Please also note the change in address located below per country. Please also note the change in address post transition (Page 13).

| Country | New Mailing Address to be effective 24 February 2025 | New Mailbox effective 24 February 2025 |
|---------------|--|--|
| United States | Kenvue Invoice Mailroom 700 Distribution Dr Atlanta, GA 30336, USA | invoices-usa@kenvue.com |
| Puerto Rico | Kenvue Invoice Mailroom 700 Distribution Dr Atlanta, GA 30336, USA | invoices-usa@kenvue.com |

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:
 - o the auto rejection check in Outlook will reject any email that has more than 1 attachment
 - o 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

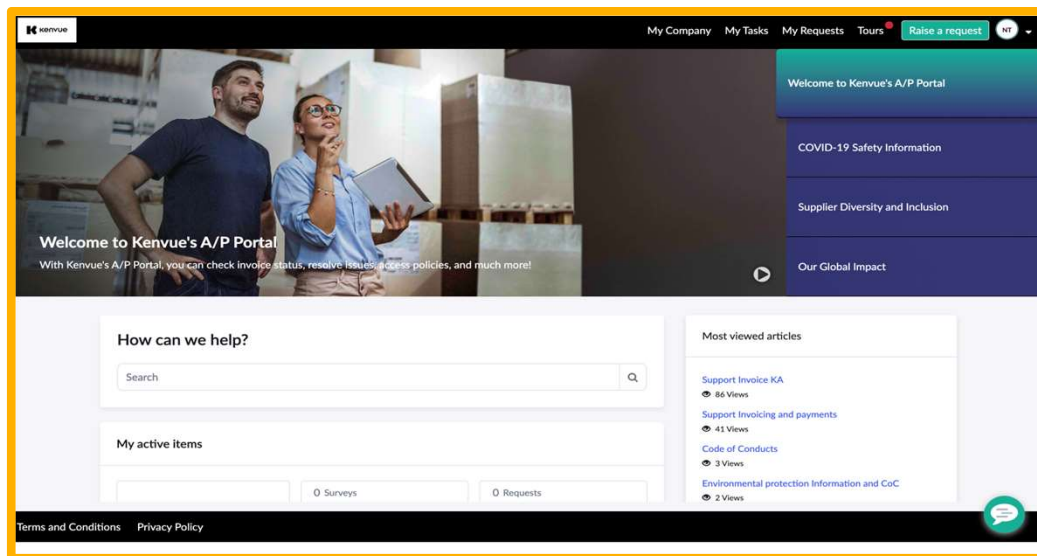
5.3 Who to contact with Accounts Payable queries

Suppliers will gain access to a newly designed Accounts Payable (AP) Portal.

Effective 24 February 2025, Suppliers in Na & PR 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.



5.4 Payment Cutover

Payments will temporarily change over the transition period as follows:

| Activity | Date |
|--|---------------------------------|
| Last foreign payment date pre-go-live | February 10, 2025 |
| Last domestic payment date pre-go-live | February 13, 2025 |
| Payments will stop between | February 14 – February 25, 2025 |
| Payments resume as normal | February 26, 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 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 3.3 for further guidance on direct/indirect spend.

| Activity | Date |
|--|-------------------|
| Last day to receive POs from Kenvue | February 13, 2025 |
| First day to receive POs from Kenvue after transition | February 24, 2025 |
| Last goods receipt (Indirect) date of PO at Kenvue DC * | February 13, 2025 |
| First goods receipt (Indirect) date of PO at Kenvue DC * | February 24, 2025 |
| Last day to cash Checks before they are cancelled | February 13, 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 97##### or 99##### 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. 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

7.2 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, and that you consider getting trained for free in their "keelvarcity" section <https://keelvar.learnupon.com/>.

7.3 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

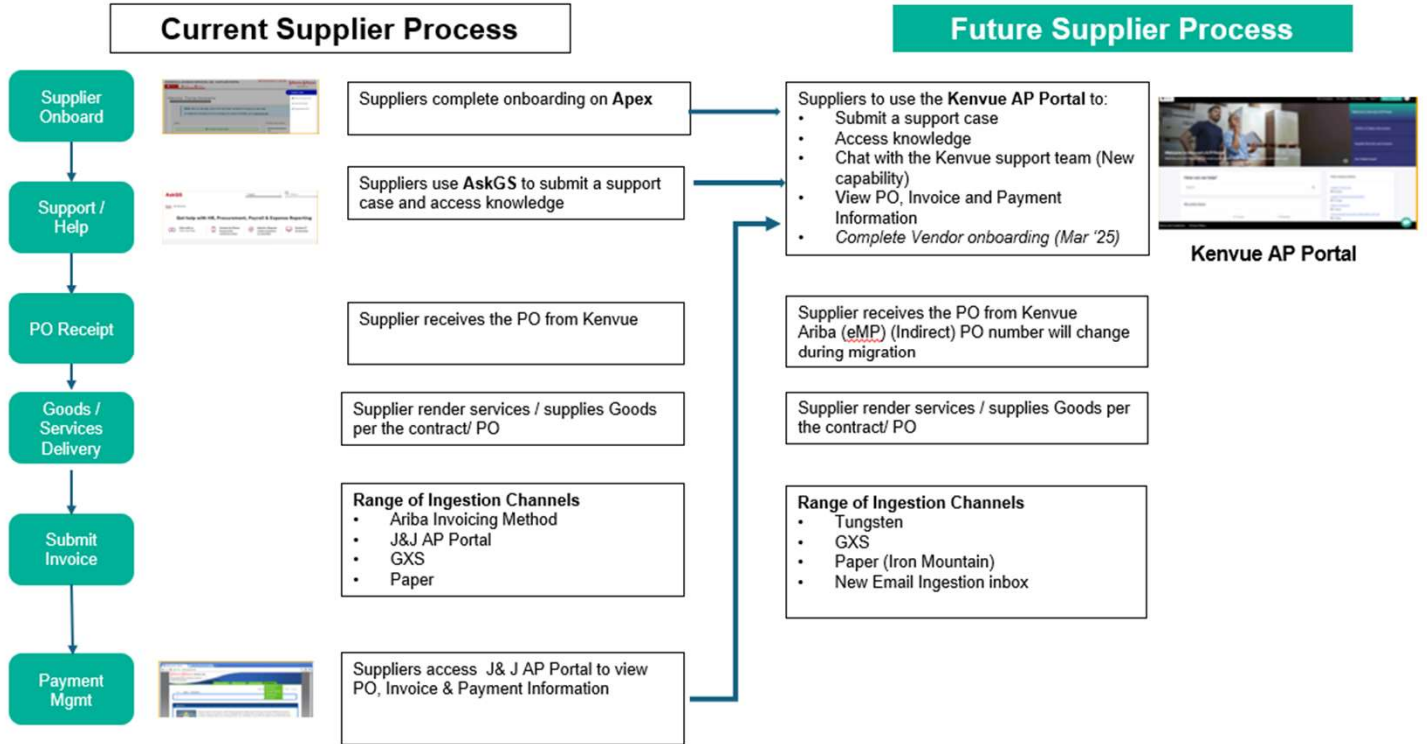
Below is a list of key dates/actions to help ensure the transition to our upgraded system causes the least possible disruption.

North America

| Date | Action |
|---|--|
| Now | Mark transition dates in your calendar and forward plan |
| February 13, 2025 | Last day to receive POs from Kenvue |
| February 13, 2025 | Last goods receipt date of PO |
| February 24, 2025 | First day to receive POs from Kenvue after transition |
| February 24, 2025 | First goods receipt date of PO at the Kenvue DC |
| Company Name Update | |
| US October 28, 2024 | Update your system to reflect the new company on the date indicated, it is imperative you make this change in your system |
| PO Creation Strategy and PO Cutover Strategy | |
| Before February 24, 2025 | When using Ariba, accept new trading relationship (email from SAP to transact with new Kenvue Ariba ID) |
| Accounts Payable | |
| February 10, 2025 | Last foreign payment date before transition |
| February 13, 2025 | Last domestic payment date before go-live |
| February 14 – February 25, 2025 | Payments temporarily stop between certain dates |
| February 26, 2025 | Payments resume as normal |
| February 24, 2025 | The all-new Kenvue Accounts Payable portal will become available |
| February 24, 2025 | For all Accounts Payable support, use the new AP portal |
| February 13, 2025 | Last Day to cash checks before they are cancelled |
| Invoice Submission | |
| February 24, 2025 | Ensure all invoices are addressed to Kenvue |
| February 21, 2025 | 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 |
| February 11, 2025 | Last day for Kenvue to receive paper invoices |
| February 13, 2025 | Last day for Kenvue to receive non paper invoices |

9.0 Key Changes to supplier process

Suppliers – North America – US & PR: **GO Live 24th February**



Suppliers to use the Kenvue AP Portal to:

- Submit a support case
- Access knowledge
- Chat with the Kenvue support team (New capability)
- View PO, Invoice and Payment Information
- Complete Vendor onboarding (Mar '25)

Supplier receives the PO from Kenvue Ariba (eMP) (Indirect) PO number will change during migration

Supplier render services / supplies Goods per the contract/ PO

Range of Ingestion Channels

- Tungsten
- GXS
- Paper (Iron Mountain)
- New Email Ingestion inbox



Kenvue AP Portal

