

Instructions for email submission of invoice using dedicated email address – NA*

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 listed below are No-Reply email address
5. Ensure to use the correct Legal Kenvue name, address, Tax ID and valid PO Number on all invoices

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	<u>invoices-usa@kenvue.com</u>
Puerto Rico	Kenvue Invoice Mailroom 700 Distribution Dr Atlanta, GA 30336, USA	<u>invoices-usa@kenvue.com</u>

* Applicable for US(United States) and PR (Puerto Rico)