

SUBJECT: Upcoming Changes to Suppliers in NA – Go Live February 24, 2025



*This message is intended for suppliers doing business with US and PR (Puerto Rico)*

Dear Valued Supplier,

Kenvue Spun off from J&J in May 2023. Kenvue was operating in J&J systems (J&J Portal, Ariba, etc.) through Transition Service Agreement (TSA). We are exiting TSA and transition into Kenvue own systems, with one month to go until the implementation of Kenvue's new invoice processing system on February 24, 2025, this message includes details on the approaching key changes to ensure your readiness.

To find out more about Kenvue and the transition please click [here](#).

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

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

- As February 24, the existing J&J Portal and Ariba invoicing method will no longer be available for Kenvue suppliers. Please note: any invoice submitted to the J&J portal, Ariba Invoicing, email, or P.O. box addresses after the cutoff dates (as outlined in 'key dates' below will be rejected.  
Note: Invoices submitted before the cutoff dates but remain unpaid at the time of cutover will be transferred to the new Kenvue system and paid out based on existing due date.
- Tungsten's e-invoicing solution will be the preferred method of e-invoicing. Further a new Kenvue Accounts Payable (AP) Portal will be launched with the capabilities which are outlined in below section. The AP portal guide provides an overview of the features available on the new AP Portal. More information will be available once the system is live.
- All 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 open amount. There will be no impact for all other POs.

### **Key dates**

- Last day to cash Checks before they are cancelled: February 13, 2025  
Checks will be reissued after the transition
- Last day for Kenvue to receive paper invoices: February 11, 2025
- Last day for Kenvue to receive non-paper invoices: February 13, 2025
- First day Kenvue will receive invoices after transition: February 24, 2025  
Note: Any invoices received February 11 (paper) or 13 (non-paper) will be rejected in the legacy J&J systems and you will need to resubmit post go-live to the new Kenvue invoice channels. The rejection notification will

direct you to J&J in error, if you need further support, please instead contact Kenvue.

- Last foreign payment date: February 10, 2025
- Last domestic payment date: February 13, 2025
- \*Payments resume as normal on February 26, 2025
- AP queries should be made through Kenvue AP portal, and not J&J helpdesk: 24 February, 2025

\*Change to dates from previous comms

### **Required actions**

- If you have not received communication directly from Tungsten with guidance on registering to enable you to submit invoices, you will receive this in the next few weeks.
- Ensure that the master data for the new addresses for paper and email invoice submission has been updated, and ensure invoices are sent to the new address as of February 24, 2025:
  - Email:** invoices-usa@kenvue.com
  - Paper:**  
Kenvue Invoice Mailroom  
700 Distribution Dr  
Atlanta, GA 30336, USA
- Review and make sure you are familiar with the requirements when submitting invoices via email.
- Familiarise yourself with the expected changes within these communications and the supplier user guide we shared in the previous communication, and forward this correspondence, as required, to ensure the correct people are aware of the changes.
- If this email 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.

### **Kenvue Supplier Accounts Payable (AP) Portal**

Effective February 24, 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, view purchase order status, and track invoices and payments. In March, 2025, suppliers will also be able to manage their account, please refer to the Quick reference guide for more information on accessing and navigating within the Kenvue AP portal.

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>. If you have any queries, please reach out to your Kenvue contact. If you have any queries, please reach out to your Kenvue contact.

Best regards,

Kenvue Procurement