

SUBJECT: ACTION REQUIRED: Changes to Kenvue Payment Process. Complete registration by February 24, 2025 to ensure uninterrupted payments



Dear Valued Supplier,

As previously communicated, Kenvue is implementing a new invoice processing system due to the J&J separation on the February 24, 2025. To ensure continued and timely payments, you must complete certain actions prior to the change-over.

Changes to the Invoice Processing Systems and Purchase Orders

Suppliers: Key Changes to processes

Systems used currently

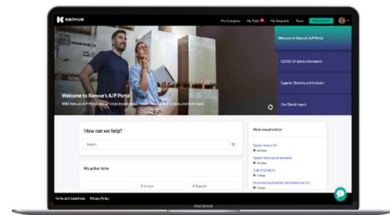
Supplier on-boarding	Apex
Support / Help Desk	Ask GS
Payment Management	J&J AP Portal

Submission of Invoices	Range of Ingestion channels, including Ariba, J&J Portal, Tungsten, GXS and e-mail
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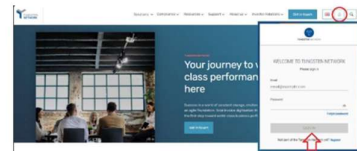
Future systems for all Kenvue Suppliers

Suppliers will access the **Kenvue AP Portal** to:

- Submit a support case
- Access knowledge
- Chat with the Kenvue support team (new capability)
- View Purchase Orders, Invoices and Payment information
- Complete Supplier on-boarding



Preferred e-invoicing platform is Tungsten, further information will be shared in subsequent communications



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

- The existing J&J Portal and Ariba invoicing method will, as of February 24, no longer be available for Kenvue suppliers. Please note: any invoice submitted to the J&J portal, email, or PO box addresses after the cutoff date of February 11 will not be processed.
- A new Kenvue Accounts Payable (AP) Portal will be launched along with Tungsten’s e-invoicing solution. We will provide more information on this in future messages.
- 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**. There will be no impact for all other POs.

Key dates

- Last day for Kenvue to receive invoices: February 11, 2025
- First day Kenvue will receive invoices after transition: February 24, 2025
- Last foreign payment date: February 11, 2025
- Last domestic payment date: February 13, 2025
- Payments will stop between February 14, 2025, and February 23, 2025
- Payments resume as normal on February 24, 2025

Required actions

- If you do not currently use Ariba, you will continue to receive your POs via e-mail. For those suppliers registered with Ariba, you will receive an email from SAP Ariba with a new Trading Relationship Request (TRR). To continue transacting with Kenvue Ariba it is essential to accept the TRR.
- Suppliers with punch out catalogs may be asked to re-upload the list of products or services you offer to Kenvue into our new profile. SAP Ariba will contact you and we recommend contacting your IT department if this is the case.
- Once the Kenvue AP Portal goes live on February 24, 2025, you will receive an automated email from 'Kenvue AP Portal' that will include instructions on how to register with and access the portal.
- Coordinate deliveries and submit invoices to ensure on-time payment.
- If this mail 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.

Changes to POs: Specific arrangements during the transition phase

- All POs starting with 97##### or 99##### that remain open (unfulfilled or partially fulfilled) at the time of the transition will close. There will be no impact for all other POs.
- Kenvue will create replacement POs for the remaining balance, with a new PO number in the new system.
- Suppliers will receive the new PO after the transition and all invoices will need to be submitted against the new PO number.
- There will be no impact for POs which will be delivered in full before the transition period.

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, manage their account, view purchase order status, and track invoices and payments.

Supplier Data Freeze

As part of this transition, a freeze on supplier data will begin on January 24 and remain in place until March 31. For vendors that update their account information in the APEX tool, make sure that all updates are completed by January 24. Updates performed during the freeze period will not be recorded.

More information will be provided in the coming months, but if you do have queries, please email the central supplier mailbox RA-JX2-SupplierCommu@kenvue.com.

Best regards,
Kenvue Procurement