

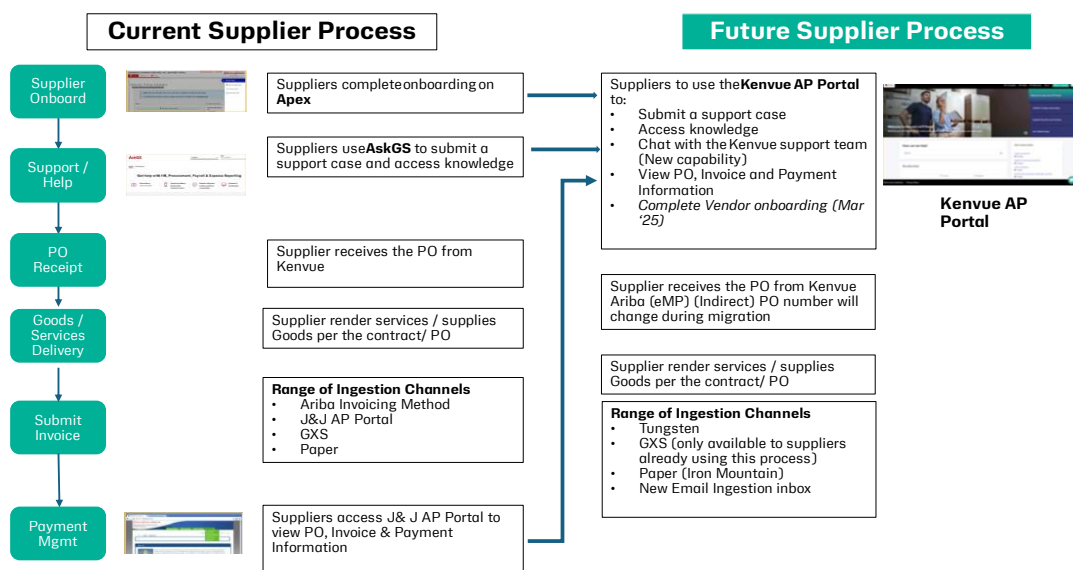


Dear Valued Supplier,

As previously communicated, Kenvue is implementing a new invoice processing system due to the J&J separation on the February 24, 2025. With our new ways of working and system change implementations in seven weeks' time, we want to ensure your readiness for the changes coming. To support with this, please see attached the **Kenvue Supplier User Guide**, which outlines the changes and future ways of working.

## Changes to the Invoice Processing Systems and Purchase Orders

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



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 (paper invoices) or February 13 (e-invoices) will not be processed.
- A new Kenvue Accounts Payable (AP) Portal will be launched along with Tungsten's e-invoicing solution. Please refer to the attached job aid for further information. Tungsten is a global electronic invoicing network, which digitizes invoices for faster, easier, and more secure global trade. It will replace the current JNJ AP portal for submitting invoices. Based on your average annual volume of invoices, you can make a decision if you would like to use their Web

portal or Integrated Solution. The Tungsten Web portal is free for customers with less than 52 invoices per year. 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 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 between February 13 and 24 will be rejected in the legacy J&J systems and you will be asked to resubmit post go-live
- Last foreign payment date: February 10, 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**

- Your Kenvue contact will reach out to you by January 31 to guide you through the process and answer any questions.
- Tungsten will begin sending out communications in the coming weeks with guidance on registering to enable you to submit invoices.
- Paper and email invoice submission will be available; however, the email and PO address to send these will change. This information will be available in our next communication in late January.
- Familiarise yourself with the expected changes within these communications and the attached supplier user guide, and forward this correspondence, as required, to ensure the correct people are aware of the changes.
- 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.

More information will be provided in the coming months, but if you do have queries, please email the [central supplier mailbox](#).

Best regards,  
Kenvue Procurement