

New Guidelines for Suppliers – APAC

(With Purchase Orders beginning with #82 and subsequent invoices)





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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 by revenue, 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 working through a global initiative designed to transform our business partner experience, 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.

If you have any connections or processes 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.

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

1.3 Who is this guide for

The information contained in this guide is intended for suppliers with indirect eMP Ariba Purchase Orders beginning with #82, and subsequent invoices.

2. Company name Update

In 2023, we completed our legal separation from Johnson & Johnson and became an independent company. Some of our operating subsidiaries contain the “Johnson & Johnson” name and 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 entities (or LE's) across our regions.

Please refer to page 6 for list of impacted entities in scope of company name change.

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 continue to remain valid and no change is required at the time of transition. However, for good record keeping at the time of subsequent renewal or amendment after the effective 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 effective 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.

2.4 What You Need to Do

- Ensure you update our name in your customer records as per the timings provided in page 7.
- 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.
- Ensure all documentation, licenses, registrations, quotations, or offers reflect the new company name after the LE name change.
- It is crucial to coordinate deliveries and PO/Invoice changes to avoid issues with deliveries, customs or 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>.

List of Entities for name change to Kenvue - Asia Pacific

(exact dates to be confirmed closer to the date in a separate communication)

Country	Timing	Current Company Name
Australia	Q4 2026	Johnson & Johnson Pacific Pty Limited
Australia	Q4 2026	Johnson & Johnson Pty. Limited
China	April end, 2025	Johnson & Johnson China Ltd.
China	Mar end 2025	Shanghai Johnson & Johnson Ltd.
China	Q1 2026	Shanghai Johnson & Johnson Pharmaceuticals Ltd.
Hong Kong	Q4 2026	Johnson & Johnson Consumer (Hong Kong) Limited
Indonesia	Q4 2026	PT Johnson & Johnson Indonesia
South Korea	Q1 2026	Johnson & Johnson Korea Selling & Distribution LLC
South Korea	Q1 2026	Johnson & Johnson Korea, Ltd.
South Korea	Q1 2026	Johnson & Johnson Pte. Ltd. Korea Branch
Singapore	Q4 2026	Johnson & Johnson Pte. Ltd.
Thailand	Q4 2026	Johnson & Johnson (Thailand) Ltd.
Thailand	Q4 2026	Johnson & Johnson Consumer (Thailand) Limited

3. What is Not Changing

3.1

For suppliers that utilise Ariba Supplier Network Collaboration (SNC) for Purchase Orders (POs), Advanced Shipping Notices (ASNs) and forecast collaboration, there will be no change to the existing process. POs and forecasts will be received as normal, and you will need to continue to submit ASN's through the SNC system.

Direct suppliers PO numbers and ranges-(POs which do not begin with 82#####) will remain the same. Ariba PO number prefixes will remain the same.

- **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	

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 (Madrid only AN11194169611) 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 POs 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. Receiving your Purchase Orders via e-mail as 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.

Indirect Supplier Example PO Form (see 3.1 for definition of indirect supplier)

12/20/24, 3:56 PM

Order 824301438

ORDER NO. 824301438

Issued on Wednesday, December 18, 2024 GMT
Created on Wednesday, December 18, 2024 GMT by ALMIAH GRACE ULMIDO on behalf of Mary Claire Erica Khadka

Purchase Order No

SUPPLIER:

IPG MEDIABRANDS PHILIPPINES, INC. (5250080313)

TOTAL AMOUNT

SHIP TO:

JNTL Consumer Health (Philippines) Inc.
JNTL Consumer Health (Philippines) Inc.
Km. 14 Edison Road, Merville 1709 City of Paranaque, NCR, Fourth District Philippines
TIN# 608-361-837-00000
Business Style: JNTL Consumer Health (Philippines) Inc.
Paranaque, PH 1709
Philippines
Phone: +63 2 824-7901

BILL TO:

Please ensure to send hand copy of your invoices to: Iron Mountain Philippines Warehouse 123, Area C, Southwood Industrial Park, Brgy. Mabuhay, Carmona, Please refer to the "Comments" section for the BillTo Address.
TIN# 608-361-837-00000
Business Style: JNTL Consumer Health (Philippines) Inc.
Cavite, PH 4116
Philippines
Phone: +63 +63 917 591 0515

Bill to and Ship To address (if applicable)

DELIVER TO:

Mary Claire E Khadka
Company Code:
Name: J&J Philippines - Consumer (4340)
Internal Order (select 'Other' if your IO is not found):
Plant Code:
Name: 2300
Profit Center:
Cost Center:
Account:
Account Name: Internet Advertising Fees (AD)(792000)
WBS-Element:
Name: JBB_MEDIA_DIGITAL_1|BabyCleansers ex Soft and TTT(PHMKTG20240203-1-1-5)
Reference:
Fixed Asset Number:

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: Neither
Invoice Approver:
Is Competitive Bidding applicable?:
Allowable Exception:
Quality Question 1 Answer: No
Quality Question 2 Answer: No

LINE ITEM DETAILS (1 LINE ITEM)

NO.	DESCRIPTION	PART NUMBER	QTY	NEED-BY DATE	UNIT PRICE	AMOUNT
1	Milk-DG-46 IPG IAS + LBT Milk Bath Youtube ...					

Direct Supplier Example PO Form SAP STF (see 3.1 for definition of direct supplier)

Bill to
Address

New Supplier Portal

5. Accounts Payable

Payments will temporarily freeze over the 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 these regions directly. If you invoice a legal entity in a different Kenvue region, refer the region-specific guide for information.

Invoices must have the new legal entity name (if applicable) and new PO number after PO cutoff date set out in section 5.2. Please ensure 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 & GXS 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 25, 2025	1-Email Submission 2-Paper Submission

5.2 Invoice Submission After Transition

If your PO number starts with 82##### you can now submit invoices through one of the two invoice ingestion methods below.

Option 1 :Email Submission: Invoices can be submitted via email to the designated regional mailbox

Option 2: Paper Submission: For those who prefer traditional methods, invoices can still be submitted via mail to our below address for the applicable countries.

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.

Country	New Mailing Address to be effective 25 February 2025	New Mailbox effective 25 February 2025
Japan	Paper – Not Applicable	invoices-Japan@kenvue.com
China	KENVUE Invoice Mailroom 38 Liuming Road, Putuo, Shanghai, PRC 收件方：科赴发票收件处 地址：中国上海市普陀区柳明路38号 收件人：科赴铁山组 须在快递件备注栏写明：“科赴供应商”字样	invoices-China@kenvue.com
Singapore	Paper – Not Applicable	invoices-Singapore@kenvue.com
Philippines	Kenvue Invoice Mailroom Cavite: Area C Southwoods Industrial Park Barangay Mabuhay, Governors Drive, 4116 Carmona, Cavite	invoices-Philippines@kenvue.com
Australia	Paper – Not Applicable	invoices-Australia@kenvue.com
New Zealand	Paper – Not Applicable	invoices-NewZealand@kenvue.com

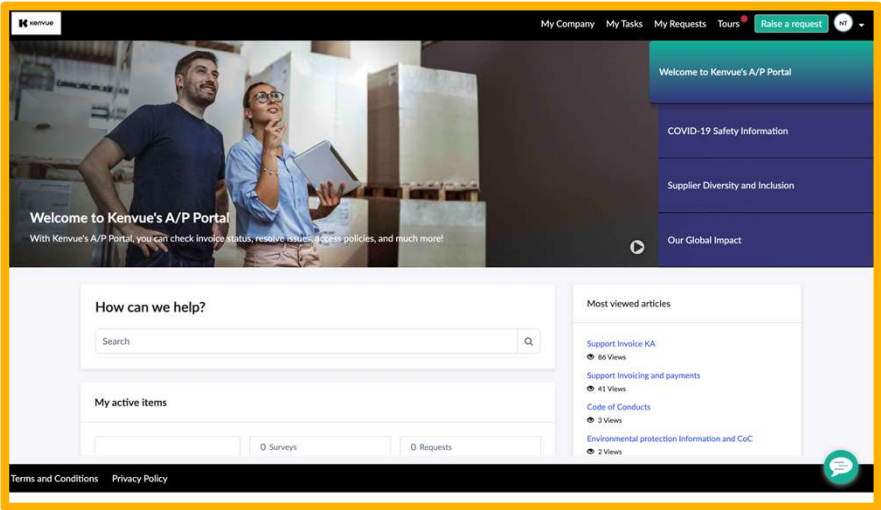
Ensure that all goods are sent before the transition date /PO migration.

5.3 Who to contact with Accounts Payable queries

Suppliers will gain access to a newly designed Accounts Payable (AP) Portal. Effective APAC Working hours of 25 February 2025, Suppliers can use our Portal to submit and reply to support tickets, access knowledge articles and policies, engage in real-time chat with the Kenvue support team. To make account changes, suppliers will need to connect with their Kenvue contact.

Effective 31 March 2025, Suppliers will be able to view purchase order status, track invoices and payments, and complete supplier onboarding and manage their account,

Once the Kenvue AP Portal goes live in their region, 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.



Last date to Submit Support Case on AskGS or J&J AP Portal	First date to get access to Kenvue AP Portal
21 February 2025	25 February 2025

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 26, 2025
Payments resume as normal	February 27, 2025
Last day to cash check before they are cancelled	February 13, 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 Kenvue 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 will be 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 successful transition to our new system a short blackout period will be in effect. Please review the dates below that correspond with your region. We will not create new Purchase Orders (POs) or receive goods 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 3.1 for further guidance on direct/indirect spend.

Activity	Region	Date
Last day to receive POs from Kenvue	APAC (Asia Pacific)	February 13, 2025
First day to receive POs from Kenvue after transition	APAC (Asia Pacific)	February 25, 2025
Last goods receipt (Indirect) date of PO at Kenvue	APAC (Asia Pacific)	February 13, 2025
First goods receipt (Indirect) date of PO at Kenvue DC	APAC (Asia Pacific)	February 25, 2025

* Activities impacting service/goods POs (Ariba eMP) only. For further guidance on direct/indirect spend, refer section 3.1

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') (PO starting with 82##### 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. 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.

New Ariba ID 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

7.1 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 page www.keelvar.com and get trained for free in their keelvarsity section <https://keelvar.learnupon.com/>.

7.2 Malbek

We will gradually launch our contract lifecycle tool, Malbek. Our teams will 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.

APAC

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 (Indirect) date of PO
February 25, 2025	First day to receive POs from Kenvue after transition
February 25, 2025	First goods receipt (indirect) date of PO at the Kenvue DC
Company Name Update	
APAC – China SJJ March end, 2025 China JJC April end, 2025 (exact dates to be shared later)	Update your system to reflect the new company on the date indicated, it is imperative you make this change but not sooner than the date communicated as this will impact business transactions.
Accounts Payable	
February 10, 2025	Last foreign payment date before transition
February 13, 2025	Last domestic payment date before go-live
February 14 – February 26, 2025	Payments temporarily stop between these dates
February 27, 2025	Payments resume as normal
February 25, 2025	Include your Tax ID on all invoices
February 25, 2025	The all-new Kenvue Accounts Payable portal will become available
February 25, 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 25, 2025	Ensure all invoices are addressed to new Ingestion email/ Kenvue mailbox
February 21, 2025	J&J Portal switch off date for suppliers
February 25, 2025	Kenvue AP Portal go live date
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 – APAC*: GO Live 24th February 8AM EST
(available during the local APAC Business hours on February 25, 2025)

