

SUBJECT: One Week to Go Live for Kenvue Payment Process.



This message is intended for suppliers doing business with Kenvue in APAC with PO numbers beginning with #82.

Dear Valued Supplier,

There is one week to go until the implementation of Kenvue's new invoice processing system which will be available during the local APAC Business hours on February 25, 2025 (please note that this date was previously communicated as February 24, 8 AM Eastern Standard Time (EST)). This message provides reminders of the key changes to ensure your readiness.

For more detailed information you can refer to previous communications, the supplier user guide and job aids which have been shared over the last few months, and which are available on the [supplier resource page](#).

Changes to the Invoice Processing Systems and Purchase Orders

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

- As of February 13, the existing J&J Portal and Ariba invoicing method would no longer be available for Kenvue suppliers.
- A new Kenvue Accounts Payable (AP) Portal will be launched.
- All purchase orders (PO) starting with 82##### that remain open at the time of the transition will close. You will receive a summary of your new PO numbers 1 or 2 weeks after our transition. There will be no impact for all other POs.

Key dates

- There will be no impact on checks which have been issued and not yet cashed
- First day Kenvue will receive invoices after transition: February 25, 2025
- Payments will be paused from Feb 13th and will resume as normal on February 27, 2025
- AP queries should be made through the new Kenvue AP portal, and not via the J&J helpdesk, from February 25, 2025. The J&J portal will no longer be available for Kenvue AP queries as of February 21, 2025.

If you have submitted invoices intended for Kenvue, via the legacy J&J system, and which are received after February 11 (paper) or 13 (non-paper, including email), these will be rejected, and you will need to resubmit these to the new Kenvue invoice channels after February 25.

Required actions

- Please ensure that invoices are submitted following the [instructions for email invoices](#), to the new addresses below, with the correct legal name (i.e. including any recent Kenvue legal entity name change that we have previously communicated to you), complete address of Kenvue, tax ID and the PO number (including the new PO number where relevant) as of February 25, 2025:

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

- If this email requires re-direction within your organization, please support us in ensuring all future correspondence is sent to the correct personnel.

AP Portal

Effective February 25, 2025, suppliers will be able to access a newly designed Kenvue Accounts Payable (AP) Portal. You will receive an email from “Kenvue AP Portal” on February 24 at 9 am EST, with more information on how to register for the portal. As a reminder, suppliers **cannot** submit invoices in the Kenvue AP Portal.

Supplier Onboarding and Account management:

You will have seen earlier communications notifying you that you need to stop using J&J’s APEX system for account changes and onboarding as of January 24. On March 31, a similar self-service capability will become available on the new Kenvue AP Portal. In the interim, you will need to reach out to your usual Kenvue contact to make changes to your account on your behalf.

To see guides on how to access the invoice tracker, PO tracker and vendor onboarding, please visit the [supplier resource page](#).

For the latest communications, up-to-date information, and frequently asked questions (FAQs), please visit our [supplier resource page](#), which is regularly updated. If you have any queries, please reach out to your usual Kenvue contact.

Best regards,
Kenvue