

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



This message is intended for suppliers doing business with North America (excluding Canada)

Dear Valued Supplier,

With one week to go until the implementation of Kenvue's new invoice processing system on February 24, 2025, 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 will no longer be available for Kenvue suppliers.
- Tungsten's e-invoicing solution will be the preferred method of e-invoicing. For more information, please visit the Tungsten [e-invoicing website](#).
- A new Kenvue Accounts Payable (AP) Portal will be launched.
- All purchase orders (PO) starting with 97##### or 99##### 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

- First day Kenvue will receive invoices after transition: February 24, 2025
- Payments will be paused from Feb 13th and will resume as normal on February 26, 2025
- AP queries should be made through the new Kenvue AP portal, and not via the J&J helpdesk, from February 24, 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 24.

Required actions

- If you have not registered with Tungsten and would like to, please refer to the email received which gives guidance on registering, to enable you to submit invoices (or visit the Tungsten **Contact** page.
- Please ensure that invoices are submitted in Tungsten (or sent to the new addresses below, following the [instructions for email invoices](#)), 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 24, 2025:

Email: invoices-usa@kenvue.com

Paper:

Kenvue Invoice Mailroom
700 Distribution Dr
Atlanta, GA 30336, USA

- 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 24, 2025, at 9am Eastern Time, 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 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.

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