

SUBJECT: Kenvue new invoice processing system is **now live**



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

Dear Valued Supplier,

We are very pleased to announce that our new invoice processing system is **now live**. This marks a significant milestone in Kenvue's journey and our ongoing partnership with you. Your collaboration and support have been invaluable throughout this process.

For Accounts Payable support related to North America, vendors may now use the new [Kenvue Accounts Payable Portal](#).

Changes to the Invoice Processing Systems and Purchase Orders

As of today, Kenvue suppliers working with Kenvue in North America may no longer use the previous J&J portal, or Ariba, for invoice submissions. You can now submit invoices through one of the three invoice channels described below. Kenvue's preferred invoice channel is Tungsten.

1. Tungsten Network
2. Email submission: invoices-usa@kenvue.com
3. Paper submission: Kenvue Invoice Mailroom
700 Distribution Dr
Atlanta, GA 30336, USA

If you submitted invoices after February 11 (paper) or 13 (non-paper, including email) in the legacy J&J system, these were or will be rejected, and you will need to resubmit these to the new Kenvue invoice channels (starting from today) .

If you are interested in using Tungsten, and have not yet registered to do so, supplier onboarding is still available. If you have any questions or need support, please contact [Tungsten](#) directly.

All purchase orders (PO) starting with 97##### or 99##### that remained open at the time of the transition have now been closed. You will receive a summary of your new PO numbers in the next week or two as we work through the final stages of transition. Please ensure you use the new PO number when submitting any invoice. There will be no impact for all other POs.

Payments that may have been delayed as a result of the transition are planned to resume as normal from February 26, 2025. Thank you for your patience with any short delay as we work through this important change.

Dedicated go-live support

Our team is committed to providing the necessary resources, assistance, and guidance to ensure a smooth and seamless transition to the new invoice processing system.

Here's what you can expect from us:

- **Proactive Monitoring:** We will closely monitor our new systems' performance, identify any potential challenges and take necessary actions to resolve them as quickly as possible.
- **Accounts Payable Support:** The new [Kenvue Accounts Payable Portal](#) is now live. You can contact an associate and submit or check status on a support case. You will shortly receive an email from "Kenvue AP Portal," which will enable you to register for the portal, or you can register by directly visiting the portal. As a reminder, suppliers **cannot** submit invoices in the Kenvue AP Portal.
- You should have received a notification to stop using the J&J 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.

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

We want to take this moment to once again thank you for your support and understanding as we have moved through this critical phase. For the latest communications, up-to-date information, and frequently asked questions (FAQs), please visit our supplier resource page, which is regularly updated [supplier reference page](#). If you have any queries, please reach out to your Kenvue contact.

Best regards,
Kenvue