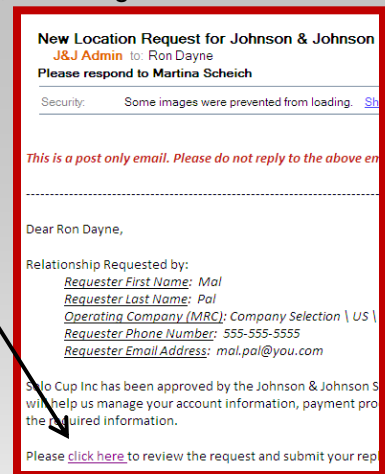


This Quick Reference Guide (QRG) will assist you, the payee, in adding a new Order From or Remit To location to your information.

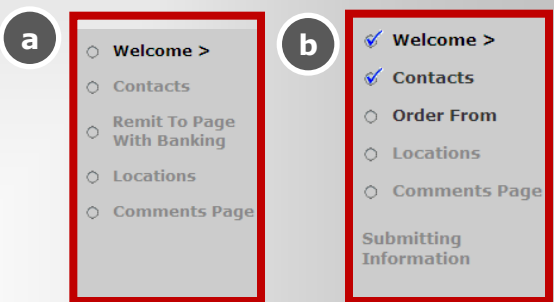
To Begin, click the link in the email received from “J&J Admin.”



1 The Privacy Statement will appear in a browser window. Review and click “Accept and Continue” at the bottom of the page.

Accept and Continue

2 The first page of the survey is the “Welcome” page, which contains introductory information and requester information. Note, if you are responding to a request to add a new Remit To location, your navigation pane will look like exhibit (a); if you are responding to a request to add a new Order From location, your navigation pane will look like exhibit (b). Review the information and click “Next” at the bottom of the page.



3 The “Contact” page appears. Note, that only the contacts listed have the ability to view and update your payee information. Make any necessary updates to information, then click “Next” at the bottom of the page.

Action	Primary Contact	Last Name
<input type="button" value="Edit"/>	✓	Dayne
<input type="button" value="Edit"/> <input type="button" value="Delete"/>		Logan

If you are adding an Order From location, you may skip step 4 of this guide.

4 The “Remit To Page With Banking” page appears. On this page, enter the following information:

- Remittance information
- Currency
- Invoicing Method
- Payment Method
- Payment Terms
- Remittance Communication
- Remittance Contact Information
- Banking Information Associated to this Remit To Location

Remit To Page With Banking (Required Field)

To navigate through the request, please use the left navigation panel or the navigation buttons located on the bottom of this page. Do not use the navigation buttons in your browser.

Remittance Information

Please ensure the information below is correct and complete to help facilitate prompt payment.

Invoicing Method

Johnson & Johnson Services, Inc believes in the benefits associated with the efficiencies gained through methods of electronic or paperless invoicing and payment. The advantages from electronic invoicing include improved invoice management and validation, enhanced communications on payment status, reduced postal costs, reduced mail handling and delivery lag times, and a potential reduction in errors associated with standard paper invoice processing. For further information on these best practices, please visit our A/P website at www.ap.inj.com.

How will you submit your invoice?

Payment Method

Select the payment method you wish to be paid. If you are unsure, please work with your bank to determine an acceptable payment option.

How would you like to receive payments?

Summary of Available Options

- **Bank Transfer ACH-CCD** - ACH electronic funds transfer of US Dollars to a US checking account without machine readable details. Payment details are provided in a remittance advice, by email.
- **Bank Transfer ACH-CTX** - ACH electronic funds transfer of US Dollars to a US checking account with transmission of detailed, machine readable remittance details. Payment details are also provided in a remittance advice, by email.
- **Domestic Wire** - Wire transfers between US banks (outside of the ACH network); transaction charges can be considerably greater than ACH charges. Payment details are provided in a remittance advice, by email.

When finished, Click “Next” at the bottom of the page.

If you are adding only a Remit To location, you may skip to step 8 of this guide.

5

The "Order From" page appears. On this page, enter the following information:

- Order Processing Information
- ASN Information
- Purchase Order Information
- Contact Information

When finished, click "Next" at the bottom of the page.

Order From (Required Field)

To navigate through the request, please use the left navigation buttons on the web browser.

Order Processing Information

Payee Name:

Order Location Name:
(Example: "Your Company Name - Eastern Region.")

Order Street Address 1 or Post Office Box number :

Order Address 2:

Order Country:

Order City:

Order State/Province/Region:

Order Postal Code:

ARIBA Supplier Network (ASN) Information

The Ariba Supplier Network is an open business transacting system, in real time. The Network can provide receipt of approved purchase orders, opportunities for new business.

For more information about the Ariba Supplier Network, please click here.

Are you a member of ARIBA supplier network?:

Purchase Order Information

How do you wish to receive purchase orders from Johnson & Johnson Services, Inc.?

Summarized Purchase Order Communication Options

- **Ariba Network ID** - All members of the ARIBA Supplier Network must have an Ariba Network ID.
- **Email** - This functionality will be available later this year.
- **Fax** - NOTE: Only use this option for dedicated fax lines. If the fax line is not dedicated, please use the email option.

Does your company accept Purchase Order changes and/or cancellations? Check box if YES:

Order Location Contact Information

Primary Contact: Last Name, First Name, Email Address

6

The "Locations" page appears. This page shows a list of the Order From and Remit To "Locations" currently in our system. To associate the new Order From location to a Remit To location, click the "Next" button.

Locations

All locations for your organization are listed below.

An entry for your "Primary Location" has already been created for you. Please click on "Next" to continue.

Additional locations can be added by clicking on "Add a New Location". After these locations are added, you will be able to select a location for your Order From and Remit To.

Action	Name	Location Purpose	Identifier	Purchase Order
<input type="checkbox"/>	Solo Cup inc	Order From	0430000290	E-Mail
<input type="checkbox"/>	Solo Cup Inc	Remit To		
<input type="checkbox"/>	mid	Order From		
<input type="checkbox"/>	Cups	Order From		

7

The "Manage Remittance Locations" page appears. Associate your Order From Location with a Remit To Location by selecting the checkbox next to an Order From location, then selecting the appropriate Remit To location from the corresponding dropdown.

Manage Remittance Locations:

Details for remittance locations are displayed below.

Order From Location: Cups

When ordering from... , , , , US

Order From Location: Go Street

When ordering from... , , , , US

Click "Next" at the bottom of the page.

Note: If the Remit To associated with the newly added Order From is not shown, go back to the "Locations" page and click on the "Add a New Locations" button to add the information. Once added, return to the "Manage Remittance Locations" page and select that Remit to from the dropdown.

8

The "Supplier Comments" page appears. You may provide any comments for Johnson & Johnson Services, Inc. on this page. Then, click "Next" to continue.

9

The "Submitting Information" page appears. Review all information for accuracy, then click "Save & Send Updates."

You will receive an email confirming that your information was submitted. If there are any questions or issues related to your information, Johnson & Johnson Services, Inc. will contact you via email, and you will receive a final email once your information is approved.