

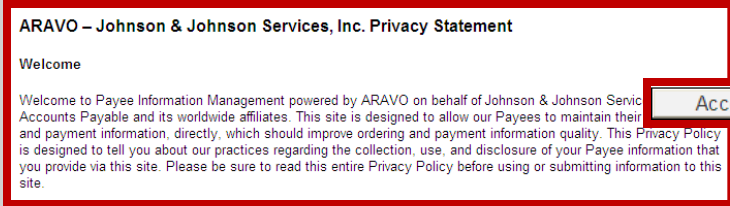
Aravo Payee 1-2-3

This Quick Reference Guide (QRG) will assist you, the payee, in adding your information to Aravo for the first time. This guide is specific to payees who will both accept orders and require payments from Johnson & Johnson Services, Inc.

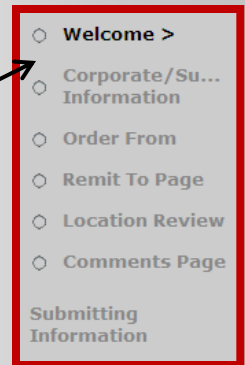
To Begin, click the registration link in the email received from "J&J Admin."



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



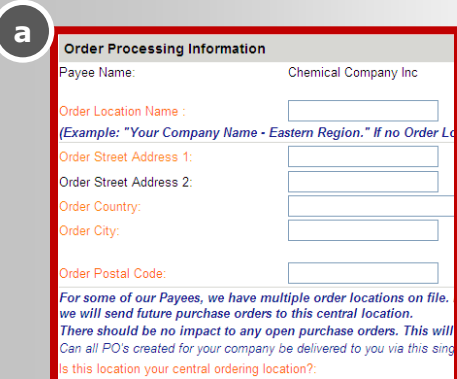
2 The first page of the survey is the "Welcome" page, which contains introductory information and requester information. Review the information and click "Next" at the bottom of the page.



3 The "Corporate Supplier Information" page appears. Complete the required information, as indicated in red text, including:

- a) Payee Main Address and Contact Information
- b) Tax Information
- c) Diversity/Small Business Enterprise Information
- d) Contact Information (Note, that only the contacts listed have the ability to view and update your payee information.)

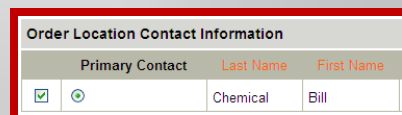
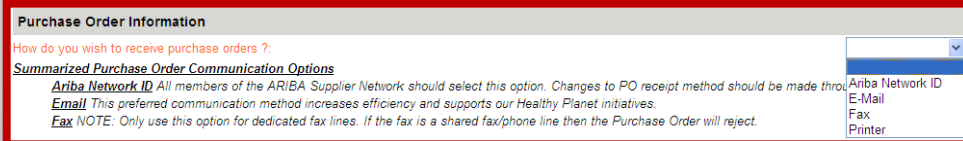
Click "Next" at the bottom of the page.



4 The "Order From" page appears. Complete the required information, as indicated in red text, including:

- a) Order Processing Information
- b) Purchase Order Information
- c) Order Location Contact Information

Click "Next" at the bottom of the page.



Provide your profile information for the first time (for Pay and Order Payees)

Aravo Payee 1-2-3

Page 2

a

Remittance Information
Please ensure the information below is correct and complete.

Payee Name:
Please note that for control and compliance reasons as we United States Payees: This name must appear on your IRS

Payee Name / Doing Business As Name:

Remittance Address 1 or Post Office Box Number:
 Remittance Address 2:
 Remittance Country:
 Remittance City:
 Remittance Postal Code:

If you select 'Yes' to this question all Johnson & Johnson services will be sent to this address. If all payments cannot be sent to this address, select 'No.'

Is this location your Central Payment Location?:

- 5** The “Remit To” page appears. Complete the required information, as indicated in red text, including:
- a) Remittance Information
 - b) Currency
 - c) Invoicing Method
 - d) Payment Method
 - e) Payment Terms
 - f) Remittance Communication Method
 - g) Remittance Contact Information

Click “Next” at the bottom of the page.

b Invoice and/or Remittance Currency: **c** How will you submit your invoices?: **d** How would you like to receive payments?:

e

Payment Terms

Payment Terms:

Summary of Available Options

- **2% 10 days net 45:** Select this option if you want 2% of your payment to be deducted if the payment is made within 10 days of invoice receipt. If the payment is not made within 10 days, 2% will not be deducted and the payment will be made in net 45 days.
- **0.75% 30 days net 45:** Select this option if you want 0.75% of your payment to be deducted if the payment is made within 30 days of invoice receipt. If the payment is not made within 30 days, 0.75% will not be deducted and the payment will be made in net 45 days.
- **Net 45 days (discount is not taken):** Net 45 days is the standard payment term for Johnson & Johnson Services, Inc.

f Preferred method of receiving remittance information (transmission of invoice number, invoice date, dollar amount):

Note: If an electronic Payment Method is selected, a “Bank Page” will appear next. Complete the required information on this page.

g

Remittance Contact Information

Primary Contact	Last Name	First Name
<input type="checkbox"/>	Chemical	Bill

Click “Next” at the bottom of the page.

Banking Information for Electronic Payments
Accurate banking information will help ensure timely payments requested below, please confirm with your banking institution

Bank Address 1:

Bank Address 2:

Country:

City:

[To Download the Postal Code Guidance Document Click Here](#)

Postal Code:

Please do not add any dashes or spaces in ABA Number, Bank

Bank Name:

Bank Account Number:

- 6** The “Location Review” page appears. If changes to the locations previously entered are required, click the respective “Edit” button to make those changes. If no changes are required.

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

Action	Name	Location Purpose	Identifier	Purchase Order Communication Method	Payment Method	Invoicing Method
<input type="button" value="Edit"/>	Chemical Company Inc	Remit To			Check (US Only)	Web Invoicing
<input type="button" value="Edit"/>	Chemical Company Inc	Order From		E-Mail		

Provide your profile information for the first time (for Pay and Order Payees)

Aravo Payee 1-2-3

7

Supplier Comments

Please provide any additional comments to Johnson & Johnson Services, Inc. below.

Supplier Comments:

The "Comments Page" appears. Provide any additional comments to Johnson & Johnson Services, Inc.

Click "Next" at the bottom of the page.

8

The "Submitting Information" page appears. Read through your information. If changes are required, click "Back," otherwise, click "Save & Send Updates."

Submitting Information

By selecting "Save & Complete" you are completing the survey process and sending your information to Johnson & Johnson Services, Inc. Should you need to make additional changes or updates after submitting, please reach out to your account manager. If your information has been approved by our internal approval process, you will be contacted through email with any additional information.

<< Back

Save & Send Updates

Highlighting Key

Modified Fields are highlighted with a yellow background.

Page 1/9: Welcome

Welcome to Johnson & Johnson Services, Inc Payee Information Management Solution

Welcome to the Johnson & Johnson Services, Inc. Payee Information Management (PIM) Solution. This web-based solution is designed to help streamline our global payee information and facilitate more efficient service. This effort will help streamline our global payee information and facilitate more efficient service. You may have

- New Payee Requests
- Editing Current Payee Information
- Adding New Payee Payment and Ordering Locations

Print... Email

Your changes have been saved and submitted to the requesting organization. This survey is now closed.

Page 1/9: Welcome

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Congratulations! Your information has been submitted!

You can review your submission on this page.

You will also receive an email from "J&J Admin" confirming your submission.

If there is a problem with your information submission, you will be informed by email and provided with instructions to make the appropriate corrections.

Once Johnson & Johnson Services, Inc. reviews and approves your information, you will receive a final email with your payee number.

We look forward to partnering with you!



Thank you for submitting your payee profile information
J&J Admin to: Bill Chemical
Please respond to Requester

This is a post only email. Please do not reply to the above email address.

Thank you for submitting your payee profile information to the Johnson & Johnson Services, Inc. Payee Information Management (PIM) Solution. This web-based solution is designed to help streamline our global payee information and facilitate more efficient service. This effort will help streamline our global payee information and facilitate more efficient service. You may have

We will review your information and will contact you should additional information be required.

Best Regards,

Payee Information Management Team

Accounts Payable / Global Finance Services

Johnson & Johnson
SERVICES, INC.