

Review and Update only part of your existing Payee profile

Aravo Payee 1-2-3

This Quick Reference Guide (QRG) will assist you, the payee, in editing specific information in Aravo.

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

Request to update your Johnson & Johnson Services, Inc. Payee profile - Payee Name: Solo Cup Inc

Dear Ron Dayne,

An update to your information has been requested by:

Requester First Name: Bob
Requester Last Name: Johnson
Operating Company (MRC): Company Selection \ US \ JJ World Headqtrs US - 001410
Requester Email Address: bob.johnson@its.jnj.com
Requester Phone Number: 555-555-5555

The updates to your Payee information will help us manage your account information, payment processing information, order please click the link below and provide the required information.

Please [click here](#) to review the request and submit your reply.

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

ARAVO – Johnson & Johnson Services, Inc. Privacy Statement

Welcome

Welcome to Payee Information Management powered by ARAVO on behalf of Johnson & Johnson Services, Inc. Accounts Payable and its worldwide affiliates. This site is designed to allow our Payees to view and update their payee and payment information, directly, which should improve ordering and payment information quality. This Privacy Policy is designed to tell you about our practices regarding the collection, use, and disclosure of your Payee information that you provide via this site. Please be sure to read this entire Privacy Policy before using or submitting information to this site.

Accept and Continue

2 The "Welcome" page appears, which contains introductory information and requester information. Review the information, including the "Comments/Instructions" section, and click "Next" at the bottom of the page.

- Welcome >**
- Corporate/Su... Information
- Comments Page

Johnson & Johnson Services, Inc Requester Information

The employee below requested an update to your payee information for Johnson & Johnson Services, Inc

Requester First Name: Bob
 Requester Last Name: Johnson
 Requester Company : US / JJ World Headqtrs US - 001410
 Requester Phone Number: 555-555-5555
 Requester Email: bob.johnson@its.jnj.com

COMMENTS/INSTRUCTIONS: Per our conversation, your corporate address has changed. Please update Aravo with your new address. Thank you!

3 The "Contact" page appears. Note, that only the contacts listed have the ability to view and update your payee information.

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

Make any necessary updates to contacts, then click "Next" at the bottom of the page.

Payee Main Address and Contact Information

Please provide information as it relates to your primary address. You will be able to add different order and remittance on later pages.

For compliance reasons, please provide your legal name as it appears on your tax return (for United States Payees) only.

Payee Legal Name: Solo Cup Inc

Street Address or Post Office Box Number: 1 Corp Drive

Street Address 2:

Country: United States of America

City: Brunswick

State/Region/Province: NJ

Postal Code: 09338

4 On the next page, make any necessary updates to your information, then click "Next."

5 The "Comments Page" appears. Provide any additional comments to Johnson & Johnson Services, Inc. then click "Next" at the bottom of the page.

6 On the final page, review your information for accuracy, then click "Save & Send Updates."

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.