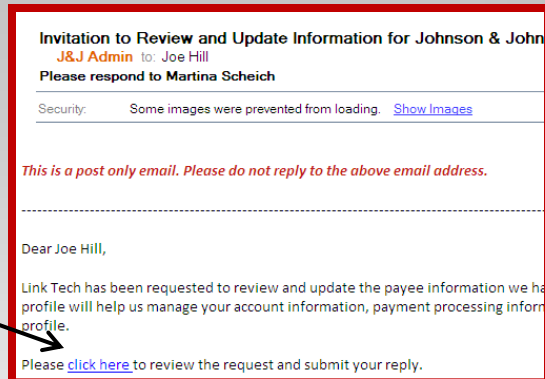


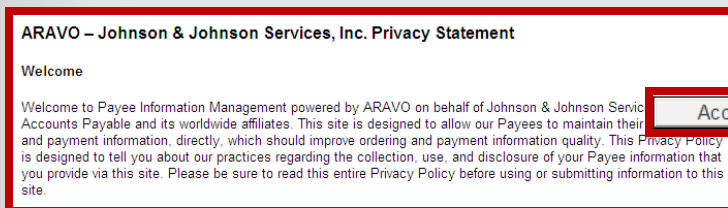
Aravo Payee 1-2-3

This Quick Reference Guide (QRG) will assist you, the payee, in completing a comprehensive review of your information in Aravo.

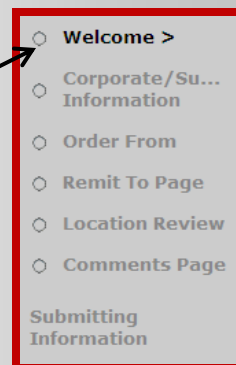
To Begin, click the link in the email received from "J&J Admin."



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



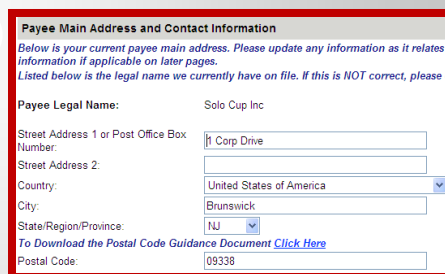
2 The first page of the survey is the "Welcome" page, which contains introductory information and requester information. Review the information and click "Next" at the bottom of the page.



3 The "Corporate Supplier Information" page appears. Make any necessary updates to information, including:

- a) Payee Main Address and Contact Information
- b) Tax Information

Click "Next" at the bottom of the page.



4 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
Edit	✓	Dayne
Edit Delete		Logan



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5 The “Locations” page appears. To review and update locations, such as Corporate, Order From or Remit To, select the “Edit” button for the location and make the appropriate changes.

Click “Next” at the bottom of the page.

Locations

All locations for your organization are listed below. Please click “edit” to review each location. Please note that ALL payees must have a “corporate” location purpose and this information will be used to generate a summary page for our dedicated Payee Information Manager.

Action	Name	Location Purpose	Identifier	Purchase Order
<input type="button" value="Edit"/>	Solo Cup Inc	Corporate		
<input type="button" value="Edit"/>	Solo Cup inc	Order From	0430000290	E-Mail
<input type="button" value="Edit"/>	Solo Cup Inc	Remit To		

6 The “Manage Remittance Location” page appears. Since one Order Location can have multiple Remit To locations, this page allows you to select which Remit To location is associated to each Order Location.

Click “Next” at the bottom of the page.

Manage Remittance Locations:

Details for remittance locations are displayed below.

Order From Location: mid

When ordering from...	Remit to...
<input type="checkbox"/> US	PO Box 83923, Brunswick, NC, 09832, US

Order From Locations Require Remit To relationship!

Order From Location: Solo Cup inc

When ordering from...	Remit to...
<input checked="" type="checkbox"/> 1 Corp Dr, Brunswick, NJ, 09382, US	PO Box 83923, Brunswick, NJ, 09382, US

7 The “Supplier Comments” page appears. You may provide any comments for Johnson & Johnson Services, Inc. on this page.

Then, click “Next” to complete.

To navigate through the request, please use the left navigation panel or the navigation buttons located on the bottom browser.

Supplier Comments

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

Supplier Comments:

8 The “Review and Submit” page appears. Review all information for accuracy, then click “Save & Send Updates.”

Review and Submit

By selecting “Save & Complete” you are completing the survey process and sending your information to Johnson & Johnson. Submitting the survey. Should you need to make additional changes or updates after submitting, please reach out to your business manager. Once your information has been approved by our internal approval process, you will be contacted through email with any additional instructions. The information will be used to generate a summary page for our dedicated Payee Information Manager.

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.