

# Aravo Payee 1-2-3

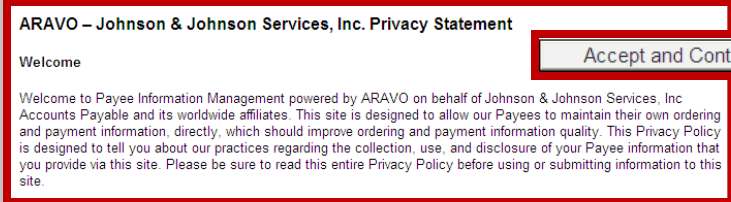
This Quick Reference Guide (QRG) will assist you, the payee, in adding your information to Aravo for the first time. This guide is specific to payees who will only require payments from Johnson & Johnson Services, Inc.

Page 1

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

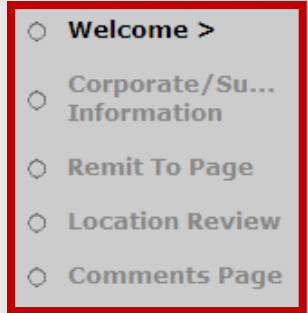
1

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.

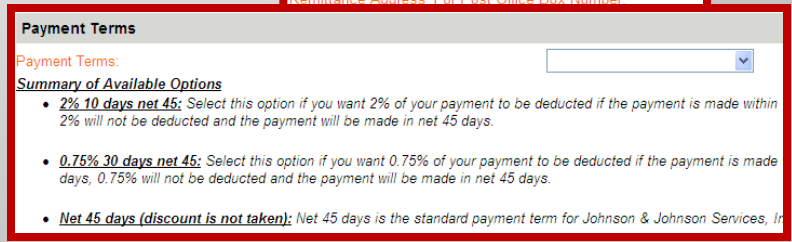
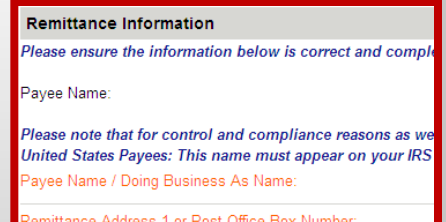


4

The "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.



**Provide your profile information for the first time (for Pay Only Payees)**

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Page 2

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

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:

**5** The “Location Review” page appears. If changes to the locations previously entered are required, click the respective “Edit” button to make those changes.

Action	Name	Location Purpose	Identifie
<input type="button" value="Edit"/>	Chemical Company Inc	Remit To	
<input type="button" value="Edit"/>	Chemical Company Inc	Order From	

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

**6** The “Comments Page” appears. Provide any additional comments to Johnson & Johnson Services, Inc.

**Supplier Comments**

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

Supplier Comments:

Click “Next” at the bottom of the page.

**7** 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.

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

Page 1/9: Welcome

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

**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!