

Please note: This announcement is intended only for the customers/suppliers who deal with the Johnson & Johnson Family of Companies in Japan.

Dear Customer/Supplier,

April 17, 2013

Johnson & Johnson Families of Companies in Japan
Procurement Department
Nobuhiko Okada/Director

Invoicing and Payment

The Johnson & Johnson Family of Companies in Japan introduced a new centralized procurement system for general purchases excluding direct procurement (AsP2Pire Project) in February 2012.

The requirements and directions for invoicing, including the cutoff date for invoice delivery (i.e. arrival at the designated address by the 20th of each month to ensure payment on the 20th of the following month), were communicated to your representative(s) by way of face-to-face briefing sessions and/or a follow-up communication package.

The new system has been running well thanks to the understanding and cooperation of all those involved including yourselves. However, even after one year of operation since its implementation, we are still receiving inquiries on the subject from time to time so I would like to advise you of our requirements and directions.

We would appreciate your kind understanding and adherence to them to preserve the smooth operation of our systems, including timely payment.

1) Invoice

① Content of the invoice

The Purchase Order ID is required for automatic cross-check of order/acceptance data and invoice. Thus, please note the following upon issuing an invoice.

1. State the J&J Purchase Order ID and your Invoice ID.
(e.g. Purchase Order ID: 82XXXXXXXX)
2. State specific Invoice ID
Make sure same Invoice ID is not used for a split payment.
3. Make the purchase order and invoice format (number of lines) consistent
Do not change the J&J Purchase Order ID or Purchase Order Item ID for split delivery.
4. Use Western Calendar (CE) not Japanese Year.
5. Use a dedicated system or PC for the format (handwriting is not acceptable).
6. An invoice may reference only one purchase order. Do not include more than one purchase order on a single invoice.

Please note that an invoice without a Purchase Order ID, etc. will require reissuance of the invoice.

② Invoice delivery address

See below for the address to send your invoice. send it to the attention of Johnson & Johnson Finance Service Center, then to the requesting company*

Deliver to: 5-2, Nishi-kanda 3-chome, Chiyoda-ku, Tokyo 101-0065 JAPAN

Attention of: Johnson & Johnson Finance Service Center

Purchase Requesting Companies *(see below)

***Johnson & Johnson K.K. Consumer Company**

***Johnson & Johnson K.K. Medical Company**

***Johnson & Johnson K.K. Vision Care Company**

***Janssen Pharmaceutical K.K.**

***Ortho Clinical Diagnostics K.K.**

***Invoice delivery address may vary due to the type of order. For detail, please contact the requesting division.**

③ Calculation and statement of consumption tax

Consumption tax shall be stated in the same sheet but separate from the total of goods and services (tax exclusive). However, this is not the case if taxable, nontaxable and duty-free items exist together.

④ Individual invoice

Please issue individual invoice per delivery slip for smooth payment.

*Invoice shall be issued **after delivery of goods or service is confirmed by our recipient.**

2) Payment

① Payment terms

Invoices which meet the requirements above and arrive at the designated address no later than the 20th of each month (must arrive on a previous working day if the 20th falls on Saturdays, Sundays or National Holidays) will be paid on the 20th of the following month.

*If the 20th is a bank holiday, the payment will be made on one working day before the 20th.

*However, this is not the case if separate arrangements have been made.

② Inquiry on payment

Please contact the Johnson & Johnson P2P Helpdesk, which can be reached at the following e-mail address:

APHotline_JP@its.jnj.com