



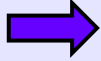
This Quick Reference Card shows:

- How to turn a J&J PO into an invoice and send it electronically
- How to add extra lines to an electronic invoice
- Tips and tricks

Please note that the electronic invoice generated through the Invoice Portal should be legally regarded as **the only valid invoice**. There is no need to create any further "in-house" document.

Go to the Web Invoicing functionality

Go to : www.ap.jnj.com



User Login

Email Address: *

Password: *

Choose Languages:

New User? [Register Here](#) | [Forgot Password?](#)

* indicates mandatory fields

Go to the supplier portal and log in with your user details (the first time you need to register).

Johnson & Johnson
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Payment Status | **Web Invoicing** | How to use this Portal | P2P Other info | How to get help?

|

Choose Languages:

Welcome **Willy** | [Profile](#) | [Logout](#)

Message

About Us

Click 'Web Invoicing', then 'Submit a web Invoice'.

Submit a PO-number

Submit Your Invoice / Credit Memo

Purchase Order Number: *

Please select Invoice or Credit Memo: *

Enter the PO number

Select 'Invoice'

Click 'Submit'

The form is pre-populated with information from the PO.

Add your invoice details

Submit your Invoice

Bill To

Name: Janssen-Cilag S.A.S.
Address Line 1: 1 Rue Camille Desmoulins
City: Issy Les Moulineaux
State:
Zip Code: 92787
Bill To Country: FR
Bill To VAT Number: FR14562033068

Remit To

4250004511/ING BANK *****4-33

If this remit to information is incorrect, do not submit this invoice. Please provide your Buyer with updated remit to information so we can update our systems. For more help click [here](#)

VAT List *

PO Details

Enter Invoice Details

Invoice Number *

Invoice Date(dd/mm/yyyy) *

Invoice Long Reference Number

Tax Point(dd/mm/yyyy) *

First Name *

Email Address *

Last Name *

Payment Identifier

PO Line Number	Qty Invoiced	Unit Price	Unit Of Measure	Unit of Price	Manf.Part No	Description	Tax %	Extended line Amount
00001	0	1.0 EUR	EA	1				0 EUR

VAT exemption* / Withholding tax information**

* Provision from the VAT legislation to be stated
** In case you are eligible for withholding tax, please enter WHT % and amount applicable

[>>Add Additional Line Items](#)

Please provide:

1. Invoice details
 - Your Invoice number (please make sure that the invoice reference is the same as under which you have booked it in your accounting system)
 - Your Invoice date
 - Optionally a long invoice reference If you need to specify a service period – please use this field.
2. First name, last name and email address of the person creating the invoice (= prepopulated).
3. Tax Point: if you need to specify only a single date when the service was provided please use this field.
4. Payment identifier: this will be provided back to your bank. The Swiss ESR must be entered in this field.
5. Invoice line details:
 - Quantity
 - Applicable tax percentage (without the "%" symbol, so 16, 21, ...)
 - Only correct extended line amount when the value shown is not correct Note: decimals are entered with dot (.) not with comma (,).
6. For 0% tax or in case of withholding tax please provide the required details

In the case of an exemption or where the customer is liable for payment of VAT, reference to the applicable provision of Directive 2006/112/EC, or to the corresponding national provision, or any other reference indicating that the supply of goods or services is exempt from VAT or subject to the reverse charge procedure.



How to create electronic invoices

Number	Invoice	Unit Price	Unit Of Measure	Manf. Part No	Description	Tax%	Extended Line Amount
00010		100.0 EUR	EA	1	FENTANYL 0.05MG/ML 5X10ML AMP. GREECE TE		0 EUR

VAT exemption* / Withholding tax information***

Submit Invoice Cancel

>>Add Additional Line Items

Only in case additional freight related charges are incurred, you can add additional line items before submitting.

Type	Amount	Tax%	Description
Transport/freight charges			
Transport/freight charges			
Insurance			
Shipping supplies			
Packaging/admin fees/dry ice			

Remove

Click 'Submit Invoice' when finished.

Review the output and accept the invoice

Submit your Invoice Print

Home » Submit Your Invoice

Invoice Details

PO Number: P30025032R PO Creation Date: 07/12/2011
 Business Unit: Supplier Number: 4255024301
 Company Code: 7555
 Invoice Number: INV123456 Invoice Date: 25/08/2011
 Invoice Long Reference Number:

Bill To Janssen Pharmaceutica N.V. **Remit To** 4255024301@BNP PARIBAS S A BELGIUM - BELGIUM BRANCH
 Address Line 1: Turnhoutsweg 30 *****g-94
 City: Beerse
 State: If this remit to information is incorrect do not submit this

Terms Net 90 days
First Name First Name **Email Address** Name@Company.com
Last Name Last Name **Payment Reference** Payment reference

PO Line Number	Qty Invoiced	Unit Price	Unit Of Measure	Unit of Price	Manf. Part No	Description	Tax%	Extended Line Amount
00010	1	100.0 EUR	EA	1		FENTANYL 0.05MG/ML 5X10ML AMP. GREECE TE	18.00	100.00 EUR
Extended Line amount total		Extended Line tax total		Additional Line Item Amount Total		Additional Line Item Tax Total		
100.00 EUR		18.00 EUR		0.00 EUR		0.00 EUR		

Gross Amount = 118.00 EUR

Please verify the summary information and click on Accept button to confirm.

Accept Invoice Modify Invoice

Once submitted, a PDF-file that is to be regarded as the only valid invoice, will be sent to the e-mail address that is mentioned here.

At this point it is still possible to modify the data and submit them again.

A confirmation is displayed

Invoice Submitted Successfully

Home » Submit Your Invoice

Your invoice has been submitted successfully

Your Reference ID: **000000003275**

[Submit Another Invoice](#)

Tips and tricks

The screenshot shows two parts of the invoice creation process. The top part, 'Submit your Invoice', includes fields for 'Bill To' (Name, Address Line 1 & 2, City, State, Zip Code, Bill To Country, Bill To VAT Number) and 'Remit To' (Remit To dropdown, VAT List dropdown). A red box highlights a warning message: 'If this remit to information is incorrect, do not submit this Invoice. Please provide your Buyer with updated remit to information so we can update our systems. For more help click [here](#)'. The bottom part, 'Enter Invoice Details', includes fields for 'Invoice Number', 'Invoice Date', 'Invoice Long Reference Number', 'Tax Point', 'First Name', 'Last Name', 'Email Address', and 'Payment Identifier'. Below these is a table for PO Line items and a field for 'VAT exemption / Withholding tax information'. Red arrows point from the text on the right to the 'Remit To' dropdown, 'VAT List' dropdown, 'Payment Identifier' dropdown, and 'VAT exemption / Withholding tax information' field.

Bank Account Details

- For security reasons, only the last 4 digits are shown
- It may take a few days between the creation of you as a new supplier and the transmission of your bank account details in our systems. If you create an electronic invoice in that period, an error message will show.

Bill to VAT number

If this field is empty, it means the information is not existing in our database (GSDB). Contact your local business person and have it updated if you want to charge VAT. You can also contact our Customer Services team

Payment identifier

You can use this field for your own accounts receivable process. We provide this "payment identifier" back to your bank when we make the payment. Hence, this payment reference can be used to match your invoice with the payment. The Swiss ESR must be entered in this field.

Different VAT rates needed for same PO Line

If you need to invoice against the same PO-line with different VAT rates, you will have to create multiple invoices.

As the invoice data in your accounting system needs to be identical to the data of the legal invoice generated via the portal, an equal number of invoices need to be created in both systems, where each legal invoice created via the portal is referring to exactly 1 invoice in your accounting system.

e.g. PO Line "Meeting expenses"

Invoice 1

Hotel room..... 6% VAT

Invoice 2

Catering..... 21% VAT

Additional Info

Add additional statements that are legally required on the invoice.

A few examples:

- a UK based supplier invoicing in EUR, needs to mention the VAT amount in GBP
- in case of purchase of goods by a EU customer from a EU supplier, both companies are registered for VAT in 2 different EU countries, the exemption article should be mentioned: Exempted according to Article 138 of Directive 2006/112/EC
- in case a BE supplier is charging a DE customer for consulting services, no VAT will be charged on the invoice, hence the exemption related to art. 44 of Directive 2006/112/EC has to be stated here