This Quick Reference Card shows:
- How to go to the Supplier Invoice Portal and **register yourself** as a new user
- How to **log in**, once registered
- How to **modify** your account details

**How to go to the supplier Invoice Portal and register yourself**

Go to: [www.ap.jnj.com](http://www.ap.jnj.com)

Select the region and the language.

Select the region and country of the Johnson & Johnson Company you are doing business with.

- **Region**: Choose from NORTH AMERICA, EUROPE, MIDDLE EAST & AFRICA, or ASIA PACIFIC.
- **Country**: ALL COUNTRIES
- **Language**: ENGLISH, DEUTSCH, FRANCAIS

Click ‘Register here’ to display the registration form.

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Select the region and the language.

Use your unique supplier number. This can be found on any PO (it starts with 425...).

You can either use a J&J PO-number or the invoice number in the format mentioned on the remittance advice.

Create a password. You will need the email/password combination every time you want to log in.

The password has minimum 8 characters and is a combination of 3 elements: a-z, A-Z, 0-9 and Special Characters. (e.g. View1234)

Select a question and give an answer. When you forgot your password, the system will ask you these 3 questions.

Read and agree to our Terms and Conditions, to our Privacy Policy and to our Legal Notice.

Then Submit your registration.
You receive a confirmation message and an email that provides a link to activate your account.

Click on the link provided in the email: this is the last step in the registration process.

How to go log in, once registered

Go to www.jnjgbs.com

Enter the email address and the password that you used during registration.

How to modify your login details

When logged in, click on ‘Profile’ to change the details that you used during registration.

Change language and email address.

Change the security questions and answers.

Change your password (every 90 days the system will ask to renew your password. 7 days before expiration date you will be informed by email).

If your company has multiple locations, you may have to register additional supplier numbers under your account in order to have access to those accounts as well.

- Click “Add More Supplier Numbers”.
- Enter your additional supplier number and register with either a PO number or an invoice number.
- A confirmation will be displayed.