

Registration and login



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



You need to do this only once.

Go to : www.ap.jnj.com

Select the Region/Country of the Johnson & Johnson Company you are doing business with

Remember my selection

Region	Country	Language
NORTH AMERICA	ALL COUNTRIES	ENGLISH
EUROPE, MIDDLE EAST & AFRICA		DEUTSCH
ASIA PACIFIC		FRENCH

Select the region and the language.

User Login

Email Address: *

Password: *

Choose Languages: English

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

* indicates mandatory fields

Click 'Register here' to display the registration form.

Registration

Home

I am the authorized supplier associated with the supplier information I am registering. I ce
I am authorized to view and manage transactions related to Johnson & Johnson business.

First Name: *

Last Name: *

Supplier Number: *

Register with: *

Default Language: *

E-Mail Address: *

Confirm E-Mail Address: *

Password: *

Confirm Password: *

Security Question 1: *

Security Answer 1: *

Security Question 2: *

Security Answer 2: *

Security Question 3: *

Security Answer 3: *

I have read and accept the [Terms and Conditions](#).

I have read and accept the [Privacy Policy](#).

I have read and accept the [Legal Notice](#).

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

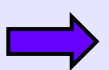
You can either use a J&J PO-number or the invoice number in the format mentioned on the remittance advice.

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.

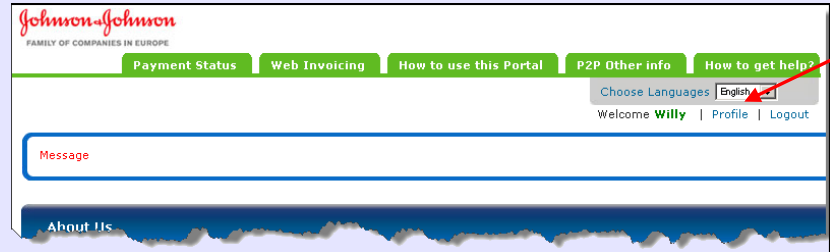
How to go log in, once registered



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.

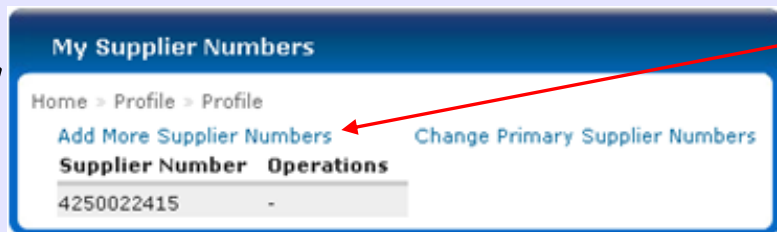


Change language and email address.

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.