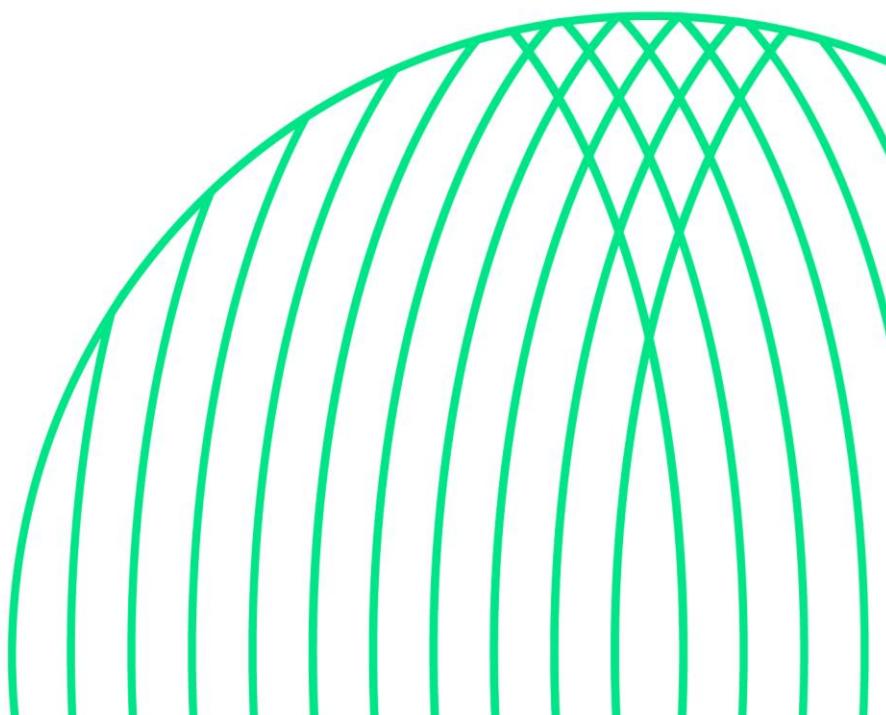

Field Supply Hub User Guide

Client

JnJ Innovative Medicine US

Date

February 2026



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Versions

Version No.	Release Date	Author	Notes
5.0	February 2026	HHG PMO	

Accessing the Field Supply Hub

JNJ US/PR Field Users

Logging into the Field Supply Hub

1. Please go to FieldSupplyHub.com to see the main login page. Select the **JNJ US Field Users with SSO** button to be logged into the site with your Johnson and Johnson credentials.



Please Note: After you login once via SSO, please continue to use this login method. If you attempt to direct login via the “All Other Users”, you will find that your password no longer works.

All Other Users

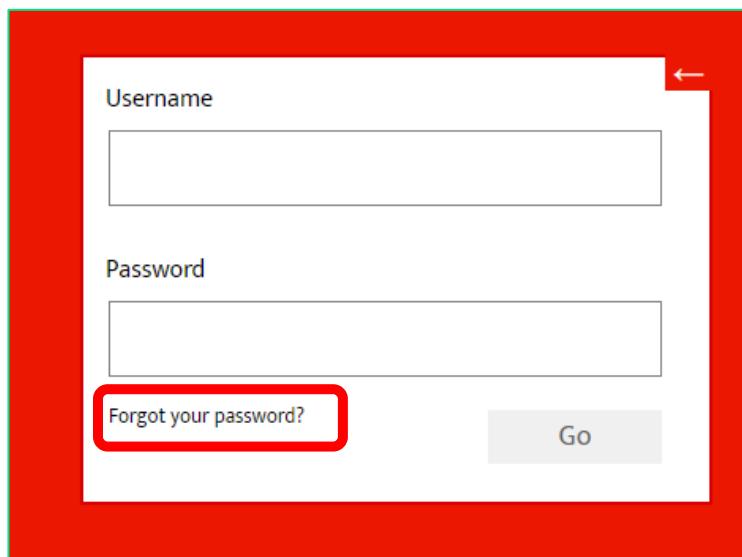
Resetting your password

If this is your first time logging in, you will need to follow the steps below to reset your password.

1. Please go to FieldSupplyHub.com to see the main login page. Select the **All Other Users** button to show the direct login page.



2. After the login page has loaded, please select **Forgot your password?**



2. On the following page, please enter your email address and select **Go**.

The screenshot shows a password reset form. At the top is a red header with the text "Johnson & Johnson Innovative Medicine". Below the header is a instruction: "Please enter your email address and click Go.". A text input field contains the email "testuserj0506@gmail.com". Below the input field is a large red button with the word "Go" in white. To the right of the "Go" button is a small "Cancel" link.

3. Please check your email inbox. You will receive a Password Reset email from noreply@hhglobal.com (example below). Please select the **Reset Password** link within the email.

4. The link should take you to a page where you can select a new password.

Password Criteria: Passwords must be at least **12 characters**, including **three** of the following complexity cases:

- Uppercase letters
- Lowercase letters
- Numbers
- Special characters: }[],.<>;""?/\`~!@#\$%^&*()_-+=

If your password **does not** meet JNJ's password criteria, you will receive the error below:

Reset Password

testuserj0506@gmail.com

Enter New Password

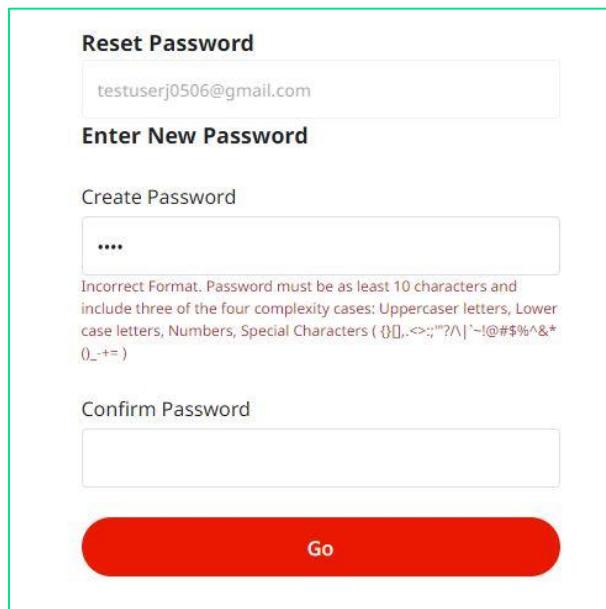
Create Password

.....

Incorrect Format. Password must be as least 10 characters and include three of the four complexity cases: Uppercase letters, Lower case letters, Numbers, Special Characters ({}[],.<>;"'?"\|`~!@#\$%^&* (_-+=)

Confirm Password

Go



If your password **does** meet JNJ's password criteria, you can select **Go**. You will then be shown a page with an **Access Site Home Page** button. Please **select that button** to move to the main catalog page.



Logging into the Field Supply Hub

If you have logged into the Field Supply Hub before and you know your credentials, please follow the steps below.

1. Please go to FieldSupplyHub.com to see the main login page. Select the **All Other Users** button to show the direct login page.



2. After the login page has loaded, please enter your email address and password and select **Go**.



Field Supply Hub Catalog

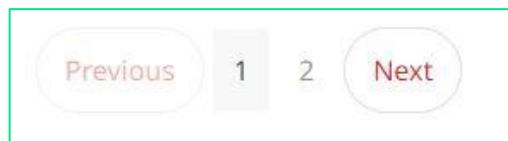
Main Catalog Page

After you log in, you'll be directed to the main catalog page. The items you see on this page are based on your site access credentials.

The screenshot shows a catalog interface for Johnson & Johnson Innovative Medicine. At the top, there is a search bar and a 'Sort By' dropdown set to 'Product Name A to Z'. The left sidebar lists categories: All, Favorites, Immunology (with sub-categories Heritage, IM withMe, Immunbranded, Tremfya), and a section for 'Affordability' (with sub-categories CAP IMM-withMe Patient Tip Sheet, CAP STELARA, TREMFYA, SIMPONI BC HCP - PADS, and Gastroenterology Residents & Fellow flashcard). The main content area displays four product cards: 'Affordability in Medicare Plans' (with a 'Part B' graphic), 'Your Johnson & Johnson Immunology Key Account', and 'BILLING GUIDE FOR REMICADE® (infliximab) AND Infliximab'.

To browse through the list of items, scroll down.

When you are at the bottom of the page, you can use the page turner to go to the next page.



If you would like to browse a shorter/filtered list, select a category on the left-hand side of the screen. The categories you see will depend on your site access credentials.

The screenshot shows a catalog interface with a filtered list of categories on the left: All, Favorites, DEICT, Established Product Group, and Immunology.

Once you select a category, only the products in that category will be listed in the catalog view. Click the + next to a category name to see its sub-categories. Sub-categories can be used to filter items further.

CATEGORIES	
All	
Favorites	♥
DEICT	+
Established Product Group	+
Immunology	-
Heritage	+
Icotyde	▽ -
200-DI IMM Derm - Primary Care Team	
IMM Brand	
Marketing Operations	
IM withMe	+
IMAAVY	+
Immunbranded	+
Tremfya	+


ICOTYDE™
(icotrukina) tablets
COMING SOON

Icotyde Coming Soon Leave Behind
cp-548776v1
USD \$0.00
Available: 2460

The hierarchy for categories is done in **two** different ways on the site.

1. **Most categories belong to Therapeutic Areas and follow this hierarchy pattern:**

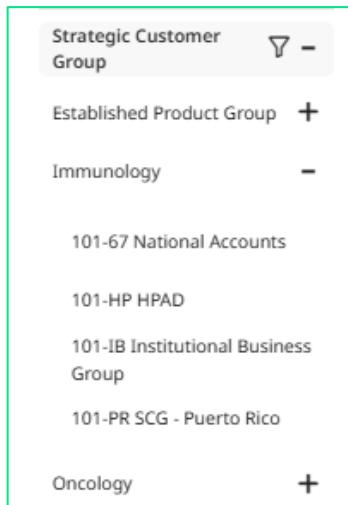
- **Main Category:** Therapeutic Area
 - **Sub-Category:** Brand
 - **Sub-Category:** User Group

Example of Therapeutic Area Category Hierarchy:

Neuroscience	-
Capyta	+
Schizophrenia	+
Spravato	-
106-HY NS Mood (KAS)	
106-JS NS J&J Experience Specialist	
106-KM NS KAM	
106-KS NS Mood (Mgrs)	
106-NN NS Mood Nurse Navigator	

2. A few areas will follow the “Special Area” hierarchy:

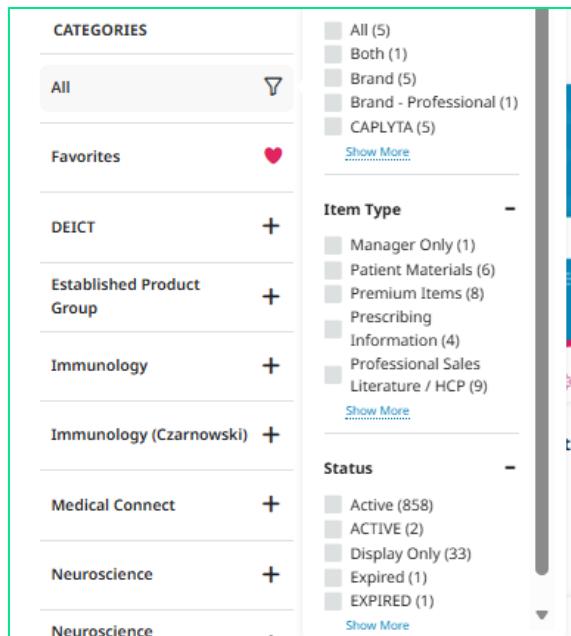
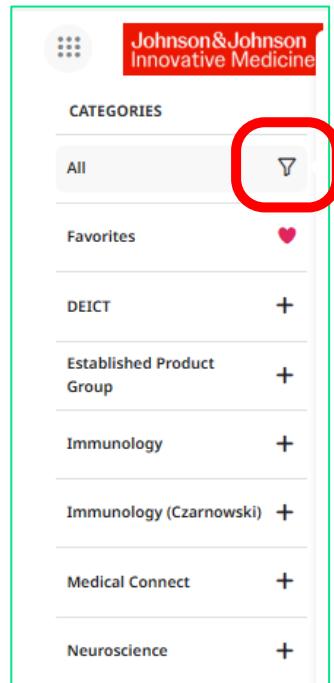
- **Main Category:** Special Area
 - **Sub-Category:** Therapeutic Area
 - **Sub-Category:** User Group

Example of Special Area:

Item Filters

If you click on any category name, a funnel icon will appear.

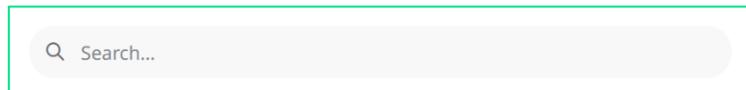
Click the funnel icon to see two filter options: Item Type and Status.



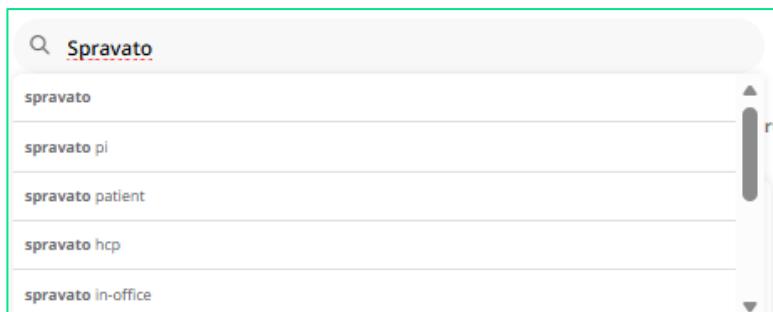
- **Item Type:** Allows you to filter by kind of item.
- **Status:**
 - **Active:** Indicates that the item has not expired.
 - **Expired:** Indicates that the item is Expired and therefore unorderable.
 - **On Hold:** Indicates that the item is being updated and is currently unorderable.

Search for Items

If you would like to search for a specific item, enter a keyword into the search bar at the top of the window:



The search field will display items based on an item's name or description containing the searched keyword:



Catalog View of Items

As you scroll through the site, the catalog view will display each item's image, CP code, price, and pack size.



Pack size is represented by the icon below:



- This icon shows that this item is shipped in packs of 10.
- **Example:** If you order a quantity of 2 of the item above, you would receive 2 packs of 10.
- **If an item does not have this icon, the item is sold as one individual item.**

Favorite Items



If you will be ordering a certain item frequently, click the item's **heart** icon. The heart icon will fill in, letting you know that you successfully favorited it.



You can see the list of all your favorite items by clicking **Favorites** in the Category menu.

CATEGORIES

All

Favorites 

DEICT +

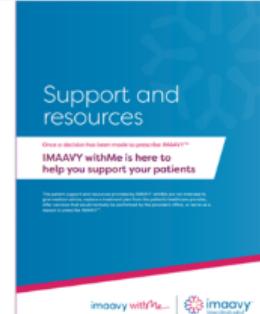
Established Product Group +

Immunology +

Immunology (Czarnowski) +

Medical Connect +

Neuroscience +



Support and resources

Once a doctor has been invited to join the IMAAYVTM network, IMAAYV withMe is here to help you support your patients

The IMAAYV withMe support and resources card is designed to help you support your patients. It includes a list of resources and a QR code that links to the IMAAYV withMe app, which allows patients to connect with their healthcare provider and receive personalized support.

imaavy withMe | imaavy Immunology

IMAAYV Office Starter Kit Folder & Welcome Letter

cp-540246v1

USD \$0.00

Available: 1277  

If you want to remove an item from your favorites, click the **heart** icon again.



New Items

If there are new items available in your catalog, a **New** category will appear below the Favorites category. This will be updated periodically to reflect the newest items available to you. **If there are no new items, this category will not show on the site.**

CATEGORIES

All

Favorites

New

Updated

Cardiovascular Metabolism

Established Product Group

AMGA VTE Care Transitions Infographic
CP-333972V1
\$ 0.00 USD

A Snapshot of Venous Thromboembolism for Health Systems

By AMGA member organizations, in partnership with AMGA and a team of experts, this resource will help improve the quality of care for patients with venous thromboembolism (VTE).

Deep vein thrombosis (DVT) and pulmonary embolism (PE) are collectively known as venous thromboembolism (VTE) in the United States in 2018.

These were more than 1 million cases of VTE in the United States in 2018.

The High Burden of VTE

- #1 Cause of preventable death in the U.S.
- #2 Leading cause of stroke in women
- #3 Most frequent hospital admission
- 17% of patients with VTE die within 1 year
- 22% of patients with VTE experience a recurrent VTE within 5 years

WHY VTE IS HIGH RISK

Risk and diagnostic limitations in Care

For many years, VTE has been considered a high-risk condition, with 10%–15% of patients with VTE dying within 1 year of diagnosis. These numbers have been used to justify the use of anticoagulants in all patients with VTE, even those with low-risk clinical features. Recent data, however, have shown that the risk of death is not uniform across all patients with VTE. In the total U.S. cohort, high-risk individuals have higher rates of VTE than in the rest of the population.

VTE in the United States

VTE risk factors or burden of VTE

VTE prevention approaches in 3 stages: diagnostic, prevention, and treatment

VTE Health Status: New treatment

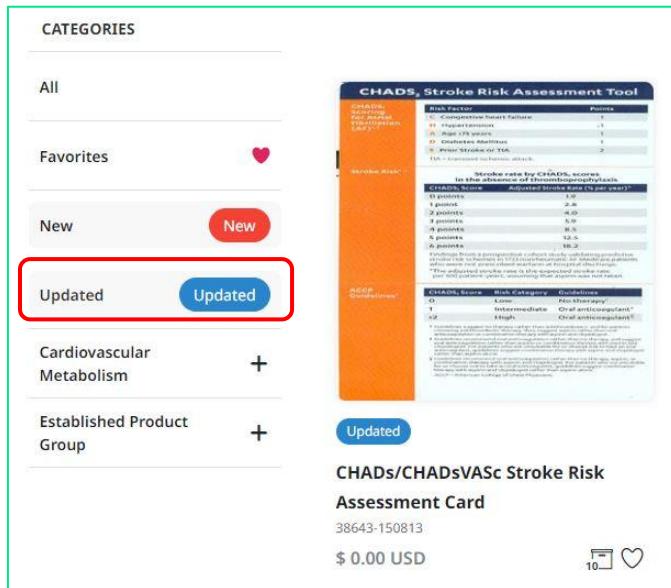
AMGA VTE Care Transitions Infographic

Johnson & Johnson

10

Updated Items

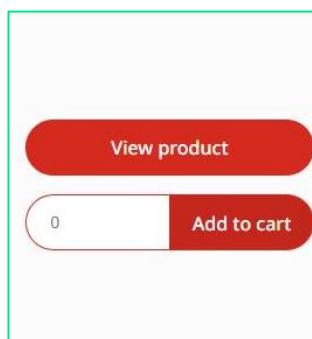
If there are updated items available in your catalog, an **Updated** category will appear below Favorites category. This will be updated periodically to reflect items that have been updated. **If there are no updated items, this category will not show on the site.**



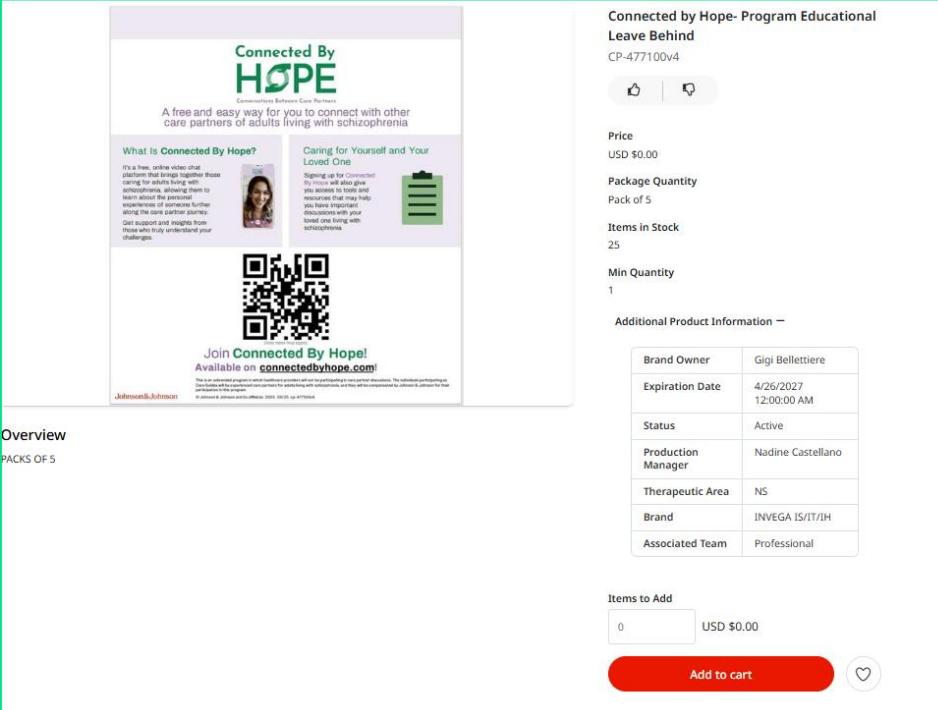
Quick Add Items to Cart

To quickly add an item to your shopping cart, hover over the item's image. Enter your desired quantity and click **Add to Cart**.

If you need to look at an item more closely, click **View Product**.



Item Detail Page



The screenshot shows the item detail page for 'Connected by HOPE'. The main image on the left is a promotional graphic for the service, featuring a QR code and text about connecting care partners of adults living with schizophrenia. To the right of the image is a detailed product information panel.

Product Information:

- Connected by Hope- Program Educational Leave Behind**
- CP-477100v4**
- Price:** USD \$0.00
- Package Quantity:** Pack of 5
- Items in Stock:** 25
- Min Quantity:** 1

Additional Product Information:

Brand Owner	Gigi Bellettiere
Expiration Date	4/26/2027 12:00:00 AM
Status	Active
Production Manager	Nadine Castellano
Therapeutic Area	NS
Brand	INVEGA IS/IT/IH
Associated Team	Professional

Items to Add: 0 USD \$0.00

Add to cart. 

When you click into an item, you will see the following information:

- **Item Name**
- **Item Number/SKU**
- **Package Quantity:** The pack size of this item.
 - **Example:** If you order a quantity of 2 of the item above, you would receive 2 packs of 10.
 - **If package quantity is not listed, the item is sold as one individual item, not in a pack of multiple items.**
- **Items in Stock:** Quantity of items available.
 - **Print on Demand items will not have “Items in Stock” listed.**
- **Minimum Quantity:** Smallest orderable quantity of this order.
- **Maximum Quantity:** Largest orderable quantity of this item.
- **Overview:** Item description (if available).

Additional Product Information (if available):

- **Status:**
 - **Active:** Indicates that the item has not expired.
 - **Expired:** Indicates that the item is Expired and therefore unorderable.
 - **On Hold:** Indicates that the item is being updated and is currently unorderable.
- **Expiration Date:** Date an item will expire in future/did expire in the past.

- **Item Type:**
 - **Examples:** Patient Materials, Professional Sales Literature, etc.
- **PI Version:** Provides details of materials contained within the piece (i.e., Prescribing Insert, Consumer Brief Summary etc.).
- **Brand Owner:** Owner of item, if available.

To add an item to your shopping cart, enter a quantity in the text box under **Items to Add** and click **Add to Cart**.

Once you add one item to your shopping cart, the cart icon will appear at the top right of the page, which can be used to begin the checkout process.



Approval Rules

Some items have specific quantity allocations for users. This is managed by restricting monthly or yearly total order quantities. If you order more than your allotted allocation, your order will route for approval.

Please Note: Your ENTIRE order cannot be fully processed until it has been approved, so this may slow down your order slightly.

If you have a set allocation for item, you will see this reflected below the Additional Product Information on an item's detail page.

Additional Product Information —

Expiration Date	4/24/2024
Item Type	Professional Sales Literature / HCP
PI Version	cp-60858v12
Status	Active

Monthly limit without approval: 2
 User has ordered: 2
 Remaining allocation: 0

Items to Add

0

USD \$0.00

Add to cart

Heart icon

You will see three quantities reflected:

- **Monthly limit without approval:** Full quantity of this item you can order per month.
- **User has ordered:** Quantity that you have ordered within the last month.
- **Remaining allocation:** Quantity that you can order **WITHOUT** your order needing approval.

When an item is over your allocation is in your cart, you will be reminded that it is routing for approval with the **Pending Approval** verbiage above the item.

Shopping Cart

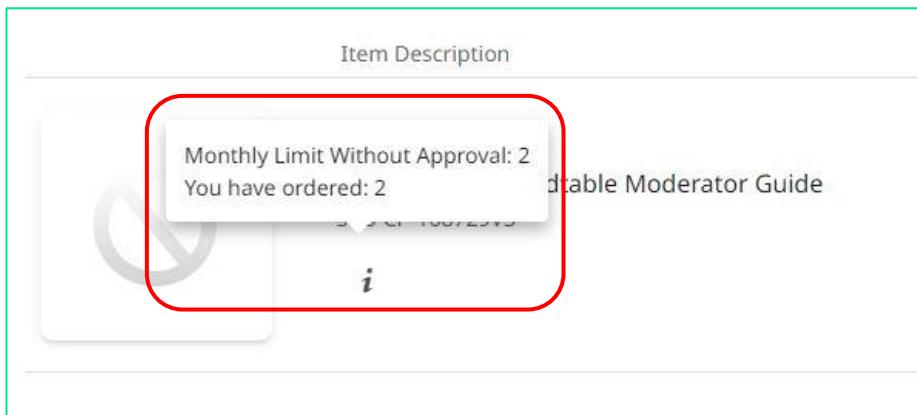
Enable Multiple Address Shipping
Clear

Item Description	Quantity	Price	Subtotal
Pending Approval Darzalex RN Roundtable Moderator Guide SKU CP-168729V3	<input type="text" value="2"/>	USD \$0.00	USD \$0.00 X

Subtotal
USD \$0.00
TOTAL
USD \$0.00

Continue Shopping
Next

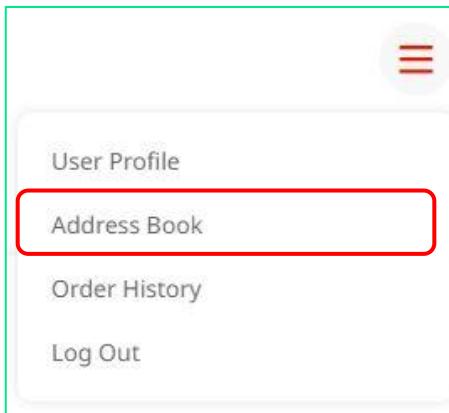
You can check your allocation quantities by hovering over the **i** icon under the item name.



Personal Address Book

You can save frequently used addresses in your personal address book.

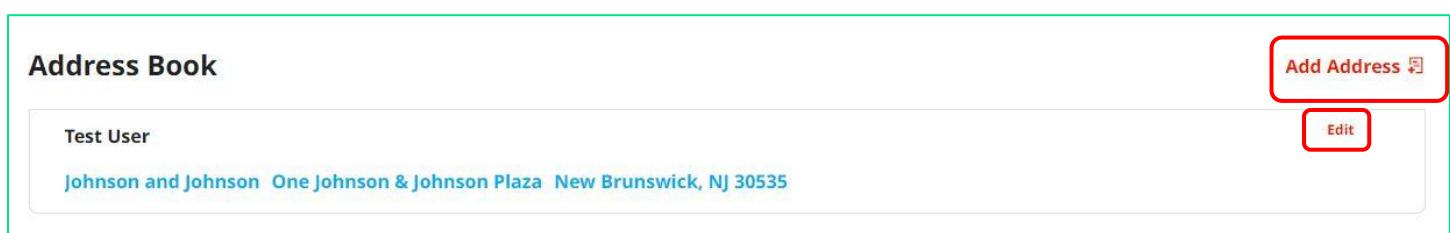
To access your personal address book, navigate to the menu in the upper right corner of the screen and select **Address Book**.



On the Address Book page, you will see every address that is saved to your account.

To add a new address, select **Add Address**.

To edit an existing address, select the **Edit** button on the right side of that address.



Clicking either of these buttons initiates an address pop-up box. Please edit or fill out a new address in this box and select **Save** when complete.

hh global

Add Address

Default Shipping Address

Country	United States
First Name	Test
Last Name	User Two
Company	Johnson and Johnson
Phone	555-555-5555
Address 1	1003 US-202

Save **Cancel**

Yes, If you would like any further information about this address, click here.

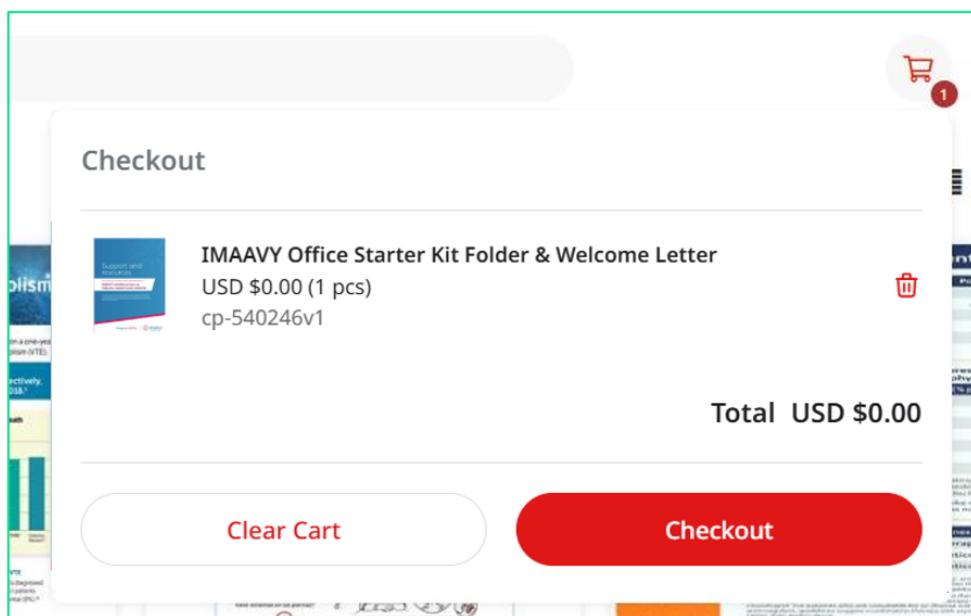
After you save the address, you will see it reflected on the main Address Book page.

Address Book		Add Address 
Test User	Johnson and Johnson One Johnson & Johnson Plaza New Brunswick, NJ 30535	 
Test User Two	Johnson and Johnson 1003 US-202 Raritan, NJ 08869	 

Placing your Order

Single Address Shipping

When you have added all necessary items to your shopping cart, hover over the cart icon in the upper right corner of the screen. The icon will turn red, and the cart will expand to show you a preview. Select **Checkout** to start the checkout process.



When the **Shopping Cart** page opens, you will be prompted through four steps:

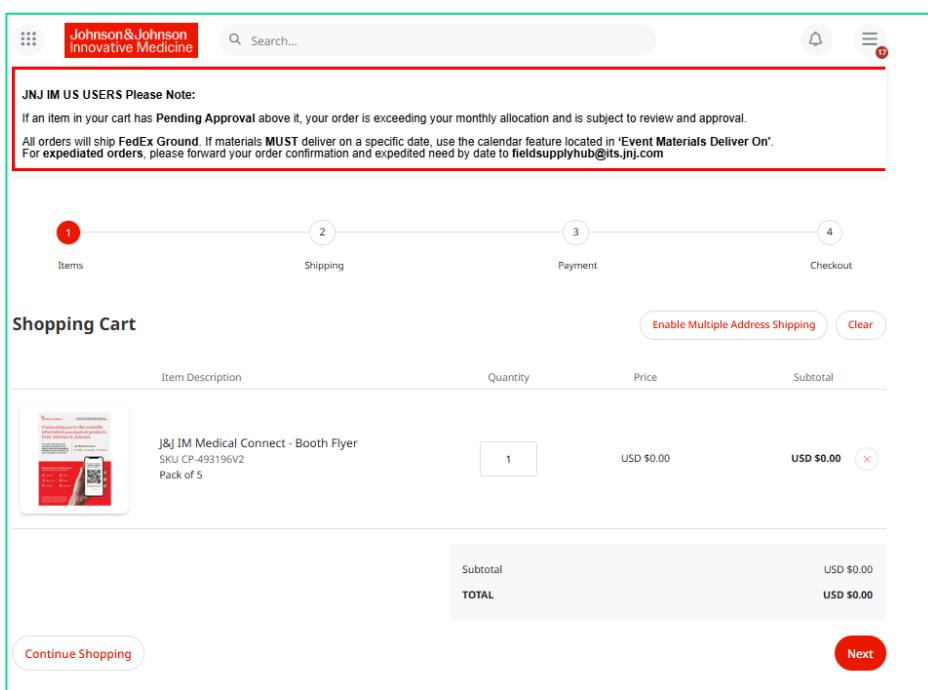
- Review Items
- Shipping
- Payment
- Checkout

Each of these pages is described below.

Review Your Cart

On the **Items** page, you can take the following actions:

1. Remove all items from your shopping cart by clicking **Clear**.
2. Modify item quantities in the **Quantity** field.
3. Remove individual items by clicking the **X** button on the right side of each item's line.
4. Continue adding items to your cart before checking out by clicking the **Continue Shopping** button.
5. Continue with the checkout process by clicking the **Next** button.



The screenshot shows the hh global shopping cart interface. At the top, there is a navigation bar with the hh global logo, a search bar, and a user menu. A red box highlights a note for 'JNJ IM US USERS' regarding pending approval and monthly allocation. Below the note, a progress bar shows the user is at step 1 of 4: 'Items'. The 'Shopping Cart' section displays a single item: 'J&J IM Medical Connect - Booth Flyer' (SKU CP-493196V2, Pack of 5). The item details, quantity (1), price (USD \$0.00), and subtotal (USD \$0.00) are shown. A red 'X' button is available to remove the item. At the bottom, there are 'Continue Shopping' and 'Next' buttons.

Shipping

Please Note:

- **ALL** orders ship via Ground by default.
- If materials **MUST** be delivered on a specific date, use the calendar feature located in 'Event Materials Deliver On' to select your need on date. For expedited orders, please forward your order confirmation and expedited need by date to fieldsupplyhub@its.jnj.com
- Czarnowski users **do not** have Corporate Address Books or pre-loaded default addresses.

On the **Shipping** page, your default address will automatically populate in the address fields. You can also edit the address fields and enter an address of your choice.

Shipping Address

Open Address Book | Clear

Country *	United States				
First Name *	Test	Last Name *	User		
Company *	Johnson and Johnson				
Address 1 *	One Johnson & Johnson Plaza				
Address 2					
City *	New Brunswick	State *	New Jersey	Zip Code *	08933
Phone *	3053516090				
RDT Number	0000001				
Event Materials Deliver On	<input type="text"/>				

If you would like to use a pre-loaded address, you can use the **Corporate Address Book** or your **Personal Address Book** to select your shipping address.

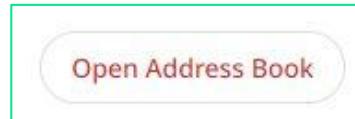
The **Corporate Address Book** contains pre-loaded addresses of colleagues within your organization.

Your **Personal Address Book** is self-managed via the instructions in [this](#) section of the guide.

You can search and select an address from the corporate address book as well as add it to their personal address book.

To select an address from the Corporate or Personal Address Book, please follow the directions below:

1. On the Shipping page click the Open Address Book button.



This will open your address books. You can toggle between the Corporate Address Book **AND** your Personal Address Book by clicking on their buttons on the right-hand side of the screen.

Example of Corporate Address Book:

Corporate Address Book		Personal Address Book
Test User 13	Johnson and Johnson 1 Johnson And Johnson Plaza New Brunswick, New Jersey 08933	Test User 12
Test User 14	Johnson and Johnson 1003 US-202 Raritan, New Jersey 08869	Johnson and Johnson Route 22 West Building Route 22 West Building, New Jersey 08876
Test User 2	Johnson and Johnson 1003 US-202 Raritan, New Jersey 08869	Test User 3
Test User 6	Johnson and Johnson Route 22 West Building #50 Route 22 West Building, New Jersey 08876	Johnson and Johnson 425 NJ-18 Piscataway, New Jersey 08854
Test User 7	Johnson and Johnson 1 Johnson And Johnson Plaza New Brunswick, New Jersey 08933	Test User 10
Test User 5	Johnson and Johnson 8 Clarke Dr #1 East Windsor, New Jersey 08512	Johnson and Johnson 1125 Bear Tavern Rd Titusville, New Jersey 08560
Test User 11	Johnson and Johnson 8 Clarke Dr East Windsor, New Jersey 08512	Test User 1
Test User 4	Johnson and Johnson 1125 Bear Tavern Rd Titusville, New Jersey 08560	Johnson and Johnson 1 Johnson And Johnson Plaza New Brunswick, New Jersey 08933

Example of Personal Address Book:

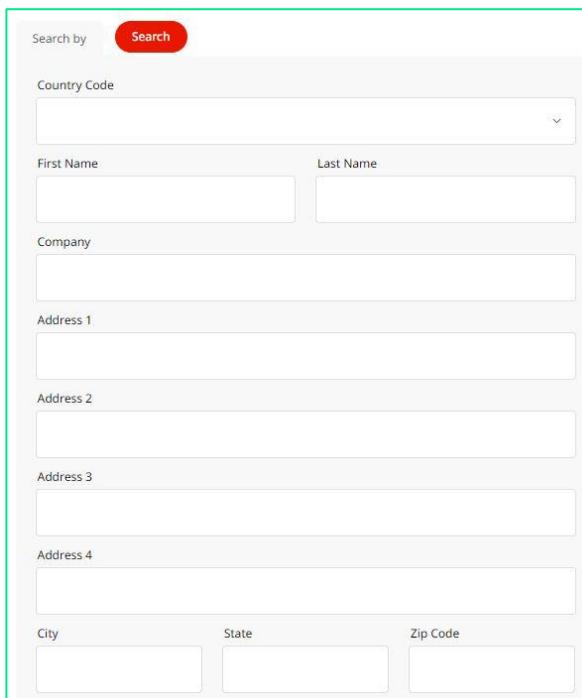
Corporate Address Book		Personal Address Book
Test User	Johnson and Johnson One Johnson & Johnson Plaza New Brunswick, NJ 08933 0000001	Test User Two
Test User	Johnson and Johnson 1003 US-202 Raritan, NJ 08869	Johnson and Johnson 1003 US-202 Raritan, NJ 08869

On the right-hand side of the Address Book, you'll see the following icons:

	Cancel: Closes the Address Book.
	Refresh: Refreshes the addresses displayed in the Address Book.
	Grid: Displays the addresses in a grid format.
	List: Displays the addresses in a list format.
	Ok: Selects the highlighted address.
	Copy: Copy to Personal Address Book.
	Filter: Filter results based on key words.
	Results Displayed: Selects the number of results displayed on the page (6, 12, or 24).

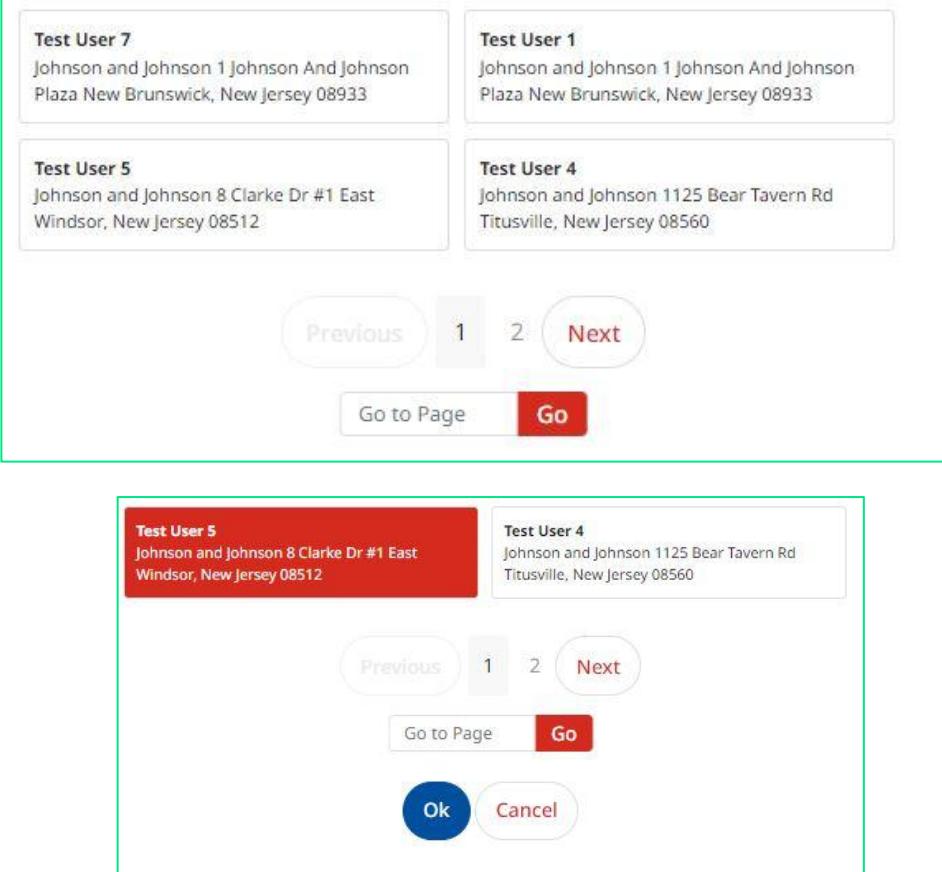
2. To find an address, you can search with any of the fields on the left-hand side of the screen. Once you have filled out your search field, press the red **Search** button:

If you want to clear your search, please delete the information from the search field and select the **Search** button again. This will re-populate the full address book.



The screenshot shows a search interface for an address book. At the top, there is a red 'Search' button. Below it are several input fields: 'Country Code' (a dropdown menu), 'First Name' and 'Last Name' (two separate input fields), 'Company' (a single input field), 'Address 1', 'Address 2', 'Address 3', and 'Address 4' (four stacked input fields), and 'City', 'State', and 'Zip Code' (three input fields in a row). The entire form is enclosed in a green border.

OR you can scroll through the address book using the next button beneath the list of addresses:



Test User 7
Johnson and Johnson 1 Johnson And Johnson
Plaza New Brunswick, New Jersey 08933

Test User 1
Johnson and Johnson 1 Johnson And Johnson
Plaza New Brunswick, New Jersey 08933

Test User 5
Johnson and Johnson 8 Clarke Dr #1 East
Windsor, New Jersey 08512

Test User 4
Johnson and Johnson 1125 Bear Tavern Rd
Titusville, New Jersey 08560

Previous 1 2 Next

Go to Page **Go**

Test User 5
Johnson and Johnson 8 Clarke Dr #1 East
Windsor, New Jersey 08512

Test User 4
Johnson and Johnson 1125 Bear Tavern Rd
Titusville, New Jersey 08560

Previous 1 2 Next

Go to Page **Go**

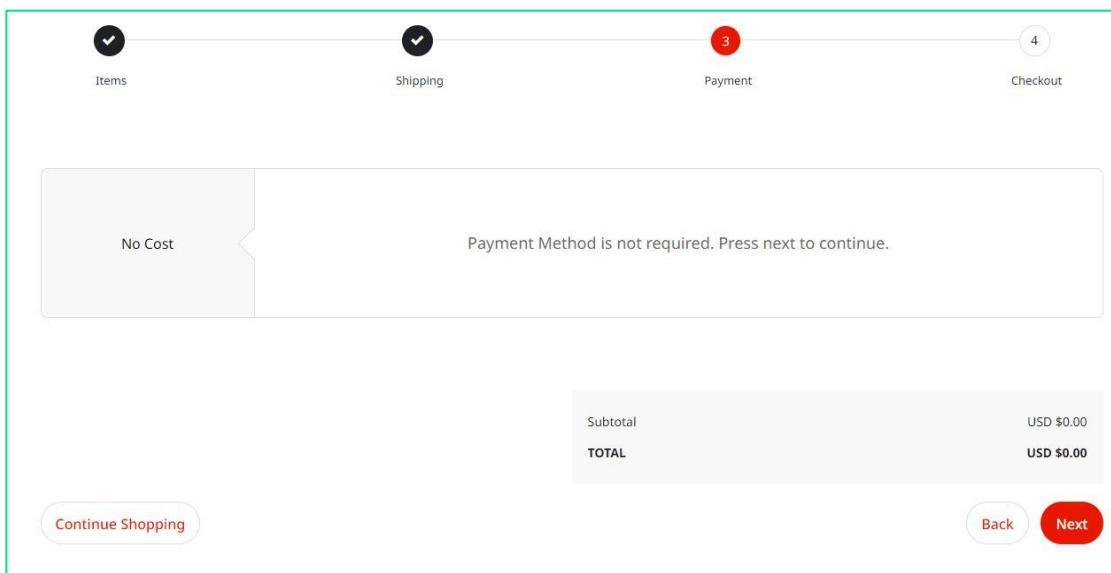
Ok **Cancel**

3. Once you have found the correct address, click on it to select it, and press the blue **Ok** button to move to the next screen.

The address will populate into the Shipping Address field. Click **Next** to proceed to the Payment page.

Payment

Johnson and Johnson does not charge for the use of these items. This is a pass-through page.

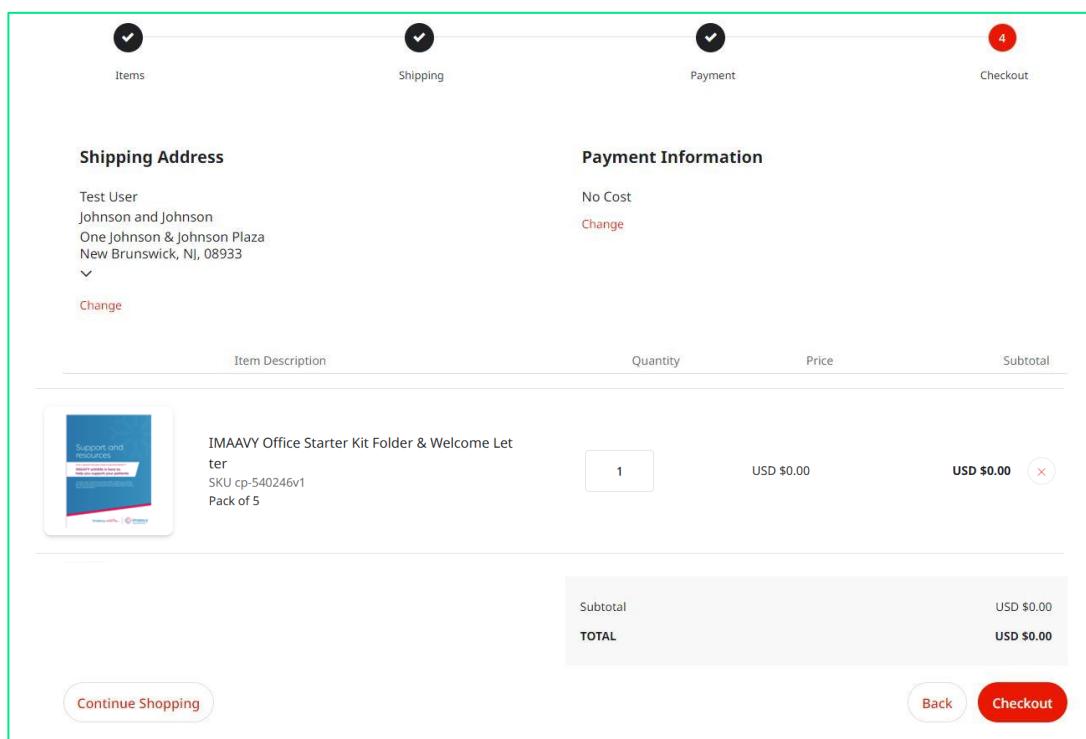


Please click **Next** to proceed to the **Checkout Confirmation** screen.

Review and Complete Your Order

On the next page, please review your order.

Once reviewed, please click the **Checkout** button which will route your order for processing.



After you click **Checkout**, an Order Confirmation page will appear with the option to print on the bottom right corner.

You will also receive an email copy of your order confirmation.

Order confirmation

4/22/2024

Order #PO4745470232

Details	IN PROGRESS
Ordered by	Test User testuserj0506@gmail.com

Shipping Address

Test User
Johnson and Johnson
One Johnson & Johnson Plaza
New Brunswick, NJ 08933
United States
3053516090
0000001

Item	Line Item Status	Quantity	Price	Sub
Darzalex RN Roundtable Moderator Guide CP-168729V3	In Progress	2	USD \$0.00	USD \$0.00

Payment Information

: No Cost

TOTAL	USD \$0.00
-------	------------

[Continue Shopping](#)



Multiple Address Shipping

When you have added all the necessary items to your shopping cart, hover over the cart icon in the upper right corner of the screen. The icon will turn red, and the cart will expand to show you a preview. Select **Checkout** to start the checkout process.

When the **Shopping Cart** page opens, you will be prompted through four steps:

- Review Items
- Shipping
- Payment
- Checkout

Each of these pages is described below.

Review Your Cart

On the **Items** page, you can take the following actions:

1. Remove all items from your shopping cart by clicking **Clear**.
2. Modify item quantities in the **Quantity** field.
3. Remove individual items by clicking the **X** button on the right side of each item's line.
4. Continue adding items to your cart before checking out by clicking the **Continue Shopping** button.

To ship items to more than one location, please click the **Multiple Address Shipping** button in the shopping cart.

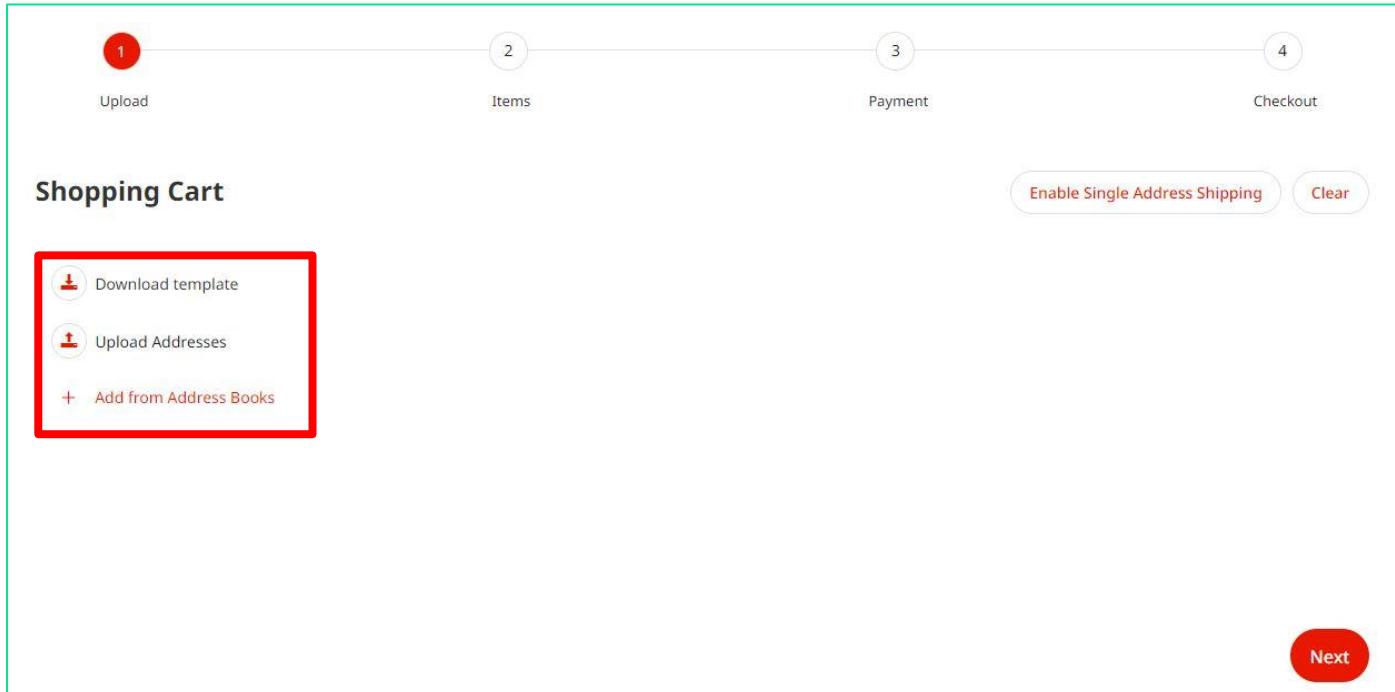
The screenshot shows the shopping cart page with the following details:

- Header:** Johnson & Johnson Innovative Medicine
- Search Bar:** Search...
- Navigation:** Items (1), Shipping (2), Payment (3), Checkout (4)
- Cart Summary:** Shopping Cart
- Cart Content:**

Item Description	Quantity	Price	Subtotal
Clotwise DVT/PE Unbranded Exam Room Poster SKU CP-89568V2 Pack of 5	1	USD \$0.00	USD \$0.00
- Buttons:** Enable Multiple Address Shipping (highlighted with a red box), Clear, Continue Shopping, Next
- Totals:** Subtotal USD \$0.00, TOTAL USD \$0.00

On the next page you have two options:

1. Click the **Download template** button. You will fill out this template with the address information for where you are shipping these items. Once you have filled out the template, close the excel sheet and upload it using the **Upload Addresses** button.



2. Click **+ Add from Address Books**.

Please Note: Czarnowski users do not have a Corporate Address Book.

This will open the Corporate Address Book AND your Personal Address Book. You can toggle between them on this screen.

Corporate Address Book		Personal Address Book
Test User 13 Johnson and Johnson 1 Johnson And Johnson Plaza New Brunswick, New Jersey 08933	Test User 12 Johnson and Johnson Route 22 West Building Route 22 West Building, New Jersey 08876	X ↻ grid list ✓ copy filter ▼ 12
Test User 14 Johnson and Johnson 1003 US-202 Raritan, New Jersey 08869	Test User 3 Johnson and Johnson 425 Nj-18 Piscataway, New Jersey 08854	
Test User 2 Johnson and Johnson 1003 US-202 Raritan, New Jersey 08869	Test User 10 Johnson and Johnson 1125 Bear Tavern Rd Titusville, New Jersey 08560	
Test User 6 Johnson and Johnson Route 22 West Building #50 Route 22 West Building, New Jersey 08876	Test User 11 Johnson and Johnson 8 Clarke Dr East Windsor, New Jersey 08512	
Test User 5 Johnson and Johnson 8 Clarke Dr #1 East Windsor, New Jersey 08512	Test User 1 Johnson and Johnson 1 Johnson And Johnson Plaza New Brunswick, New Jersey 08933	
Test User 4 Johnson and Johnson 1125 Bear Tavern Rd Titusville, New Jersey 08560		

Previous 1 2 Next
Go to Page Go
Ok Cancel

On the right-hand side of the Address Book, you'll see the following icons:

	Cancel: Closes the Address Book.
	Refresh: Refreshes the addresses displayed in the Address Book.
	Grid: Displays the addresses in a grid format.
	List: Displays the addresses in a list format.
	Ok: Selects the highlighted address.
	Copy: Copy to Personal Address Book.
	Filter: filter results based on key words.
	Results Displayed: Selects the number of results displayed on the page (6, 12, or 24).

To find an address, you can search with any of the fields on the left-hand side of the screen. Once you have filled out your search field, press the red **Search** button:

Search by
Search

Country Code

First Name
Last Name

Company

Address 1

Address 2

Address 3

Address 4

City
State
Zip Code

OR you can scroll through the address book using the **Next** button or **Go To Page** function beneath the list of addresses:

Test User 7
 Johnson and Johnson 1 Johnson And Johnson Plaza New Brunswick, New Jersey 08933

Test User 1
 Johnson and Johnson 1 Johnson And Johnson Plaza New Brunswick, New Jersey 08933

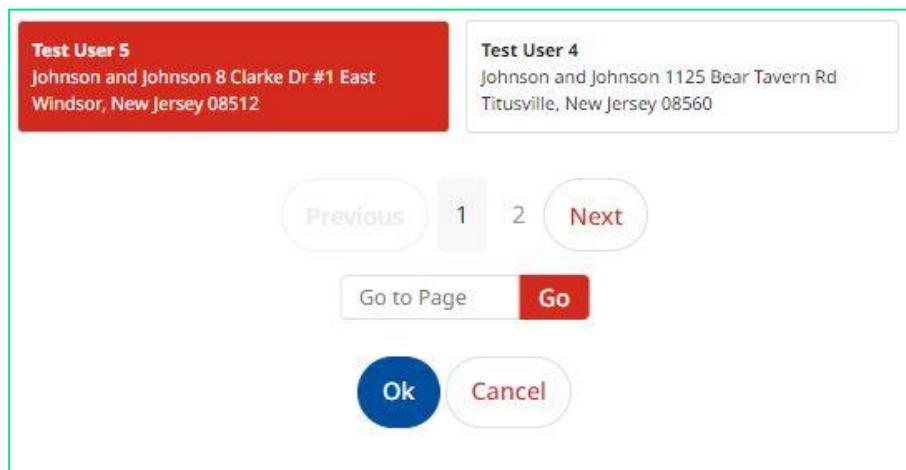
Test User 5
 Johnson and Johnson 8 Clarke Dr #1 East Windsor, New Jersey 08512

Test User 4
 Johnson and Johnson 1125 Bear Tavern Rd Titusville, New Jersey 08560

Previous
1
2
Next

Go to Page
Go

Once you have found the correct address, click on it to select it, and press the blue **Ok** button to move to the next screen.



After the file uploads or you select your addresses from your address books, you will see a grid. Your addresses will be listed on the left-hand side and the items will be running across the top.

The screenshot shows a 'Shopping Cart' interface with a grid of items. The columns include: Address (e.g., 'John Doe United States Raritan NJ 08869 1003 US-202'), Item Image (e.g., 'Clotwise DVT/PE Unbra...'), Item Name (e.g., 'Event Materials Deliver On'), Quantity (e.g., '1'), Price (e.g., 'USD \$0.00'), and Delivery Date (e.g., 'Event Materials Deliver On'). There are buttons for 'Copy to all' and 'Clear'.

Actions you can take on this page:

1. Modify the item quantities for each address by using the free text quantity fields under each item.
2. Press the **X** button next to a quantity to remove that item from that specific address.
3. Press the **Copy to All** button to copy the first quantity listed for an item to all addresses.
4. If materials **MUST** be delivered on a specific date, select your preferred delivery date via the **Event Materials Deliver On** field.

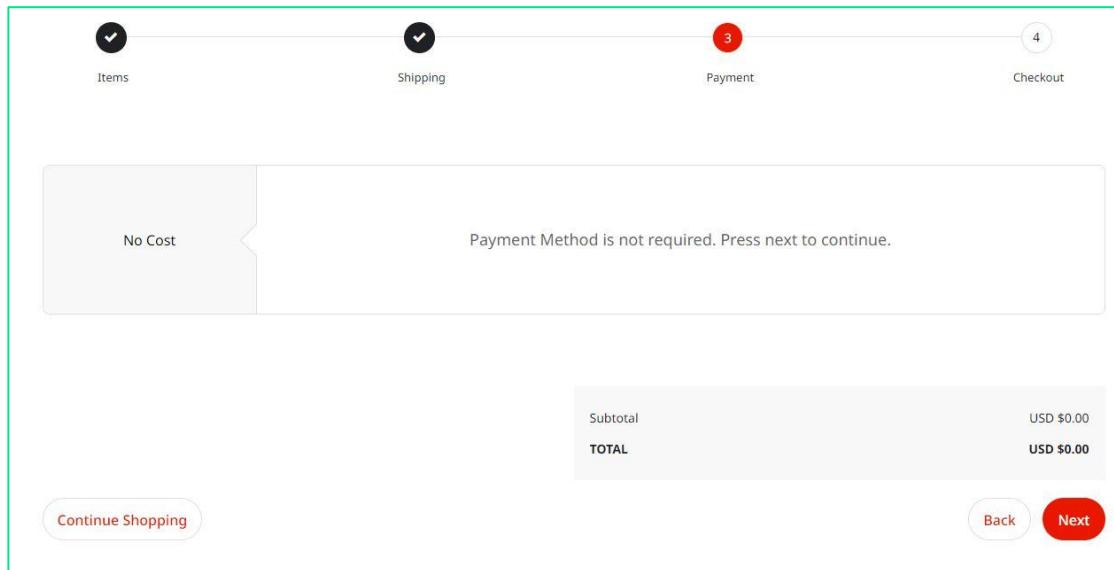
Please Note:

- All orders ship via Ground by default.
- If materials **MUST** be delivered on a specific date, use the calendar feature located in 'Event Materials Deliver On' to select your need on date. For expedited orders, please forward your order confirmation and expedited need by date to fieldsupplyhub@its.jnj.com.

Press the **Next** button to move to the **Payment** page.

Payment

Johnson and Johnson does not charge for the use of these items. This is a pass-through page.

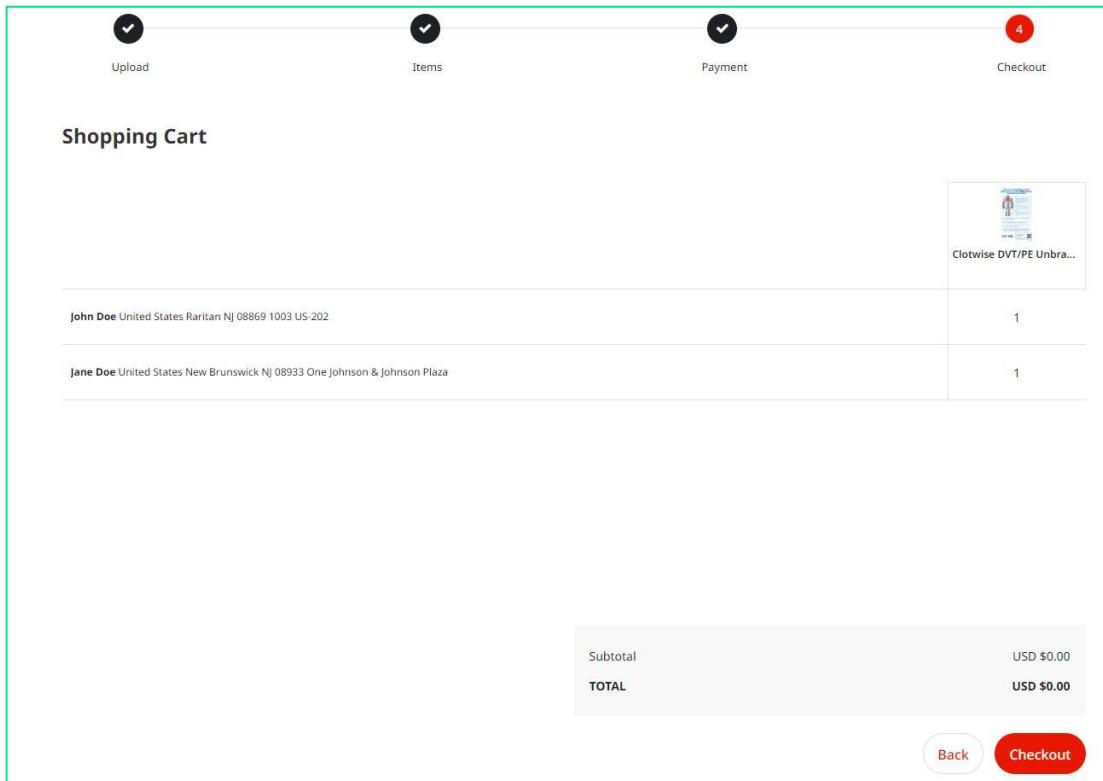


Please click **Next** to proceed to the **Checkout Confirmation** screen.

Review and Complete Your Order

On the next page, please review your order.

Once reviewed, please click the **Checkout** button which will route your order for processing.

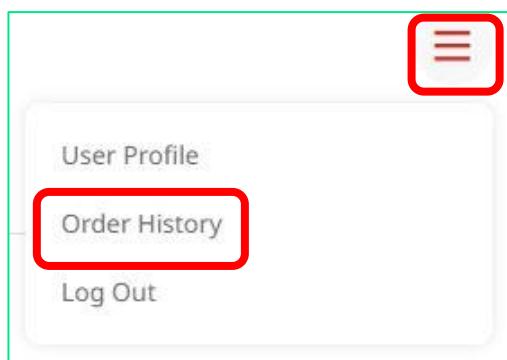


After you click **Checkout**, you will be directed back to the main catalog page.

You will receive an email copy of your Order Confirmation and you can check your order on the site by navigating to your Order History (please see section below).

View and Copy Previous Orders

To access a list of all orders you have placed, hover over the top right menu icon and select **Order History**.



This screen will show all of your personal order history. You can filter and search through your orders by **Date**, **Order Status**, **Order Number**, **Product Name**, and what **Email Address** placed the order.

Order History

Date Range

4/22/2024 

4/22/2024 

Order Status

In Progress

Partially Shipped

Completed

Invoiced

Canceled

Order Number

Product name

Description

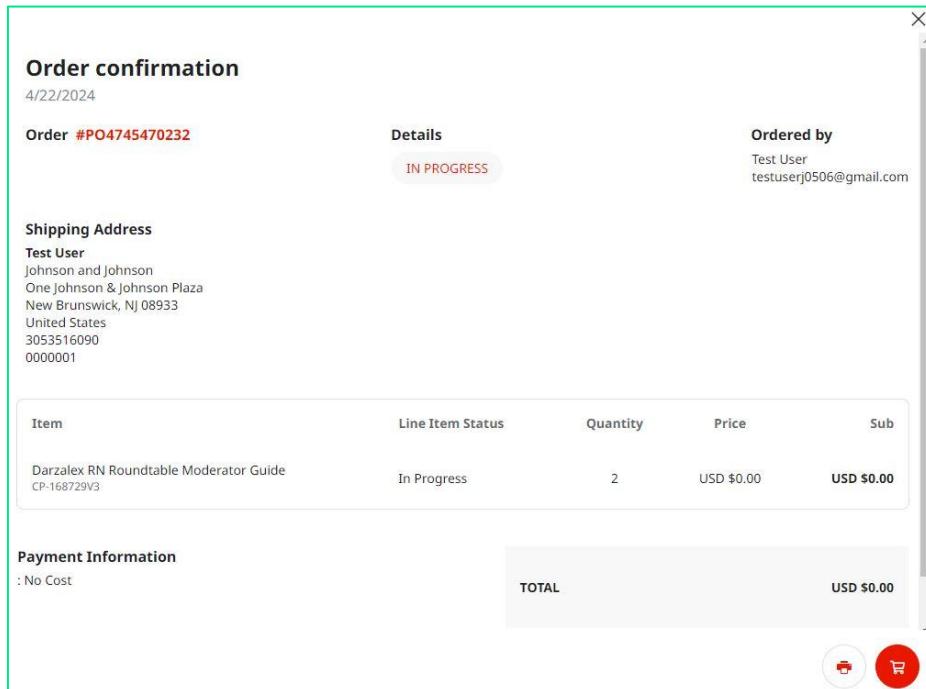
Ordered by

Search

Order Number	Order Date	Order Total	Order Status
#PO4745757474	4/22/2024	USD \$0.00	IN PROGRESS 
#PO4745731849	4/22/2024	USD \$0.00	IN PROGRESS 
#PO4745470232	4/22/2024	USD \$0.00	IN PROGRESS 

Click on a PO Order Number or scroll to the right and click the View Details button to bring up that order's details.

Within an order's details, you can do a few things:



The screenshot shows the 'Order confirmation' page for Order #PO4745470232. The page includes the following sections:

- Order confirmation** (4/22/2024)
- Order #PO4745470232** (Status: IN PROGRESS)
- Ordered by** (Test User, testuserj0506@gmail.com)
- Shipping Address** (Test User, Johnson and Johnson, One Johnson & Johnson Plaza, New Brunswick, NJ 08933, United States, 3053516090, 0000001)
- Item** (Darzalex RN Roundtable Moderator Guide, CP-168729V3, Line Item Status: In Progress, Quantity: 2, Price: USD \$0.00, Subtotal: USD \$0.00)
- Payment Information** (No Cost, TOTAL: USD \$0.00)
- Buttons for **Print** and **Cart** (red circle with a white shopping cart icon).

- 1. Copy the Order:** Click the **Shopping Cart** button on the lower right-hand side to add these items to your cart and copy this previous order.
- 2. Print:** Click the Printer button, you can print your order details.
- 3. View Tracking:** For orders that have shipped, a tracking link will appear in your order history.

Thumbs Up and Thumbs Down

The Thumbs Up and Thumbs Down feature gives users a quick way to share how they feel about a product. Each product page will display both icons along with counters showing the total number of reactions.

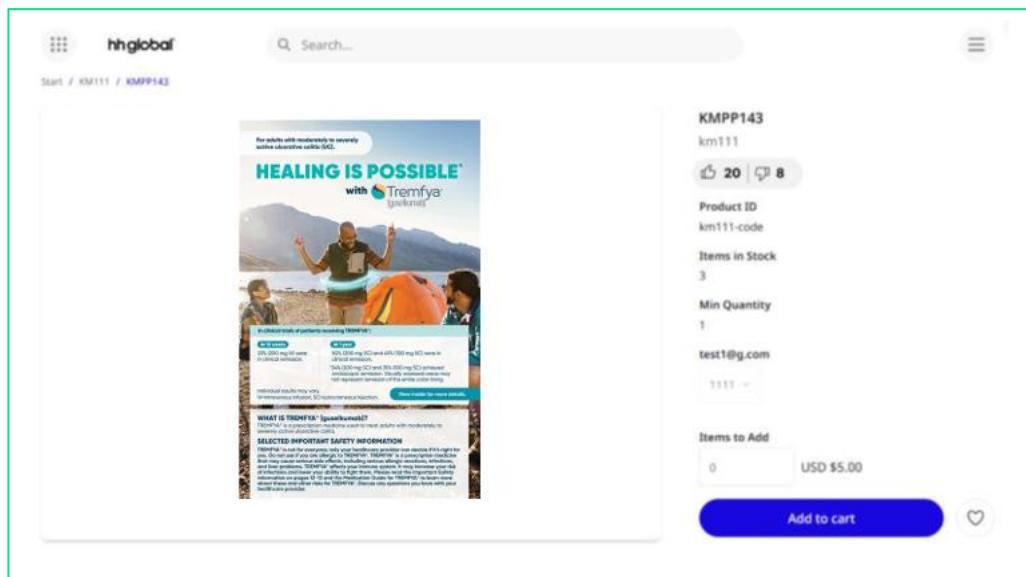
How it works:

- If the user hasn't reacted yet, both icons will appear in an unfilled state.
- The user can choose **either** thumbs up **or** thumbs down.
- Once selected, the chosen icon becomes filled and its counter increases.
- Users cannot select both options at the same time. Choosing one will automatically remove the other (if previously selected) and update the counters accordingly.
- When hovering over the icons, the following messages will appear:
 - **Like** — when hovering over the unselected thumbs up icon

- **Dislike** — when hovering over the unselected thumbs down icon
- **Remove reaction** — when hovering over the currently selected icon

Sorting

- A **Top Rated** sorting option will be automatically enabled on the site.
- When selected, products will be sorted by their rating, calculated as: **likes – dislikes**, with higher scores appearing first.



Johnson & Johnson Bulletin Board

The Bulletin Board is a centralized system for sharing important announcements, product updates, and other key information without relying on email. It gives users a dedicated place to access notifications at any time.

How Notifications Work

- When a user visits the Product Listing page and has unread notifications, a dialog box appears with a customizable message.
- Users can choose to view notifications immediately or save them for later. If postponed, the dialog will reappear at the next login.

The screenshot shows a user interface for a website. At the top, there is a search bar with the placeholder "Search...". Below the search bar is a "CATEGORIES" section with a "All" button. To the right of the categories is a "Quick Search: Quick Entry" field. On the far right, there are "Sort By: Featured" dropdowns and a grid icon with the number "12". A central content area displays three items: a red banner labeled "make your mark", a blue brochure labeled "BROCHURE PRINTING", and a postcard labeled "postcard-sku-1". A white notification box is overlaid on the page, containing the text "You have new notifications! Please review the latest updates to stay informed." with a "See Details" button and a "Save for Later" button. The notification box has a red border and a small red dot in the top right corner.

Notification Icon

- A bell icon appears in the site header when the feature is active.
- If there are unread notifications, the icon displays a number showing the count.
- If all notifications are read, the icon remains but without a number.
- Clicking the icon opens the full notifications page.

The screenshot shows a user interface for a website. At the top, there is a search bar with the placeholder "Search...-CMR-en-us". To the right of the search bar is a notification icon, which is a bell with a red circle containing the number "3", all enclosed in a red box. Below the search bar is a "CATEGORIES-CMR-EN-US" section with a dropdown menu showing "All (label for catalog tree)- CMR-en-us". To the right of the categories is a "Quick Search: Quick Entry-QSR-en-us" field. On the far right, there are "Sort By: Featured" dropdowns and a grid icon with the number "12". The main content area is currently empty, showing three placeholder boxes.

Notifications Page

- Users can access a dedicated page listing all notifications—read and unread.
- Each notification shows its title, start date, short description (if provided), and read/unread status.
- Unread notifications are marked with a green dot.



Notifications

 New Drug Launch: [Drug Name]		12/24/2024
We are excited to announce the launch of [Drug Name], now available for prescription. Learn more about its features and clinical results in the attached PowerPoint presentation.		
Introducing Our New Product: [Product Name]		12/20/2024
We are thrilled to unveil [Product Name], a cutting-edge solution designed to [highlight product benefits]. Click to see details and access marketing materials.		
Limited-Time Offer: 20% Off [Product Name]!		12/20/2024
We're excited to bring you an exclusive discount on [Product Name]! For a limited time, enjoy 20% off and experience the benefits of this top-tier product at a reduced price.		

Viewing Notifications

- Opening a notification automatically marks it as read.
- Users can also manually mark notifications as read from the list.

Contact Support

Please email fieldsupplyhub@its.jnj.com for order inquiries or site assistance.