



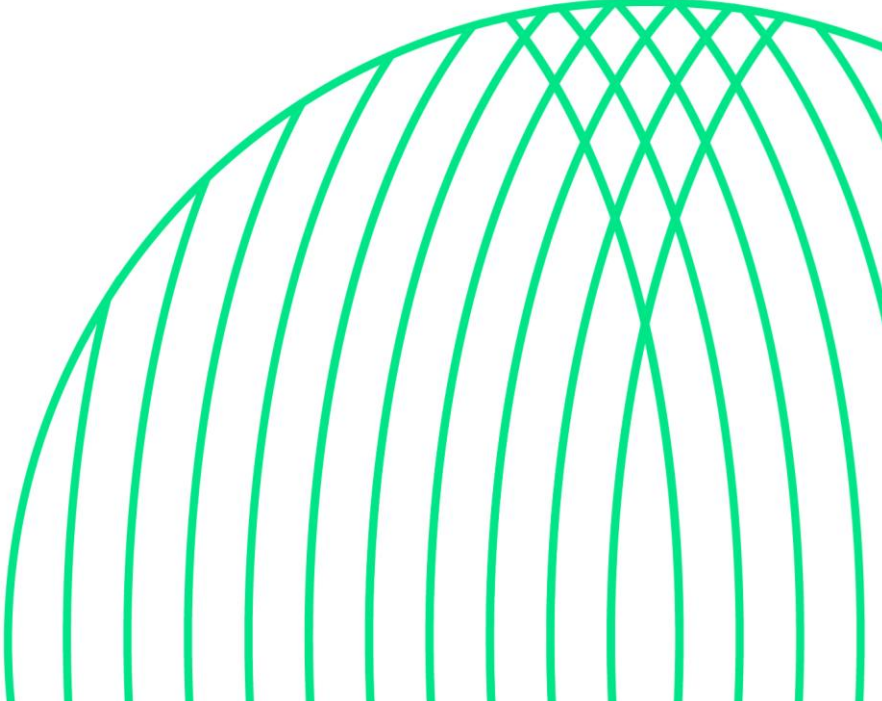
Field Supply Hub User Guide

Client

JnJ Innovative Medicine US

Date

October 2024



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Versions

Version No.	Release Date	Author	Notes
4.0	October 2024	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

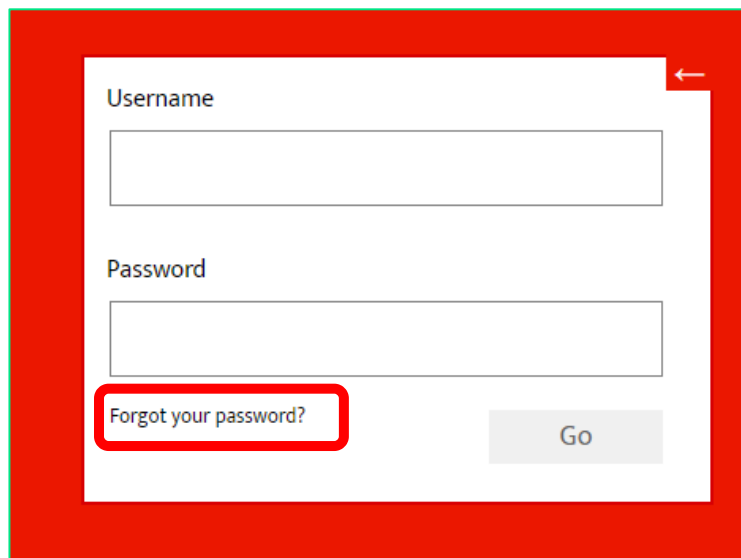
Resetting your password

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

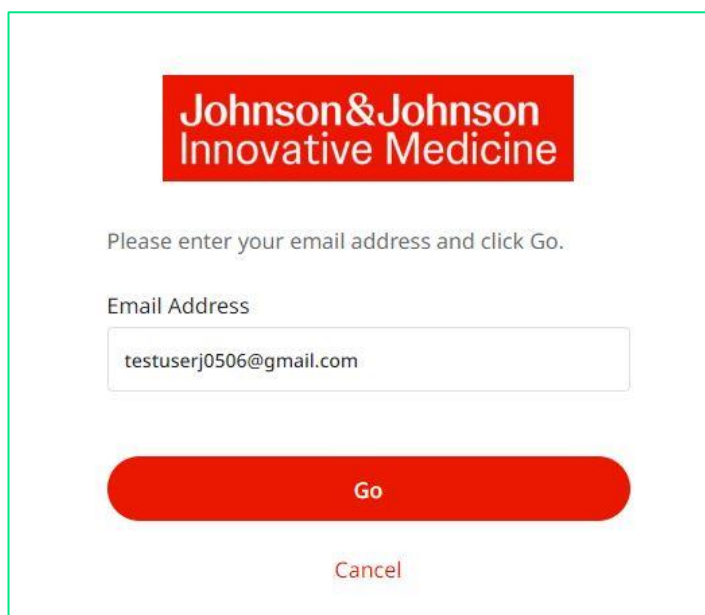
1. Please go to FieldSupplyHub.com to see the main login page. Select the **All Other Users** button to show the direct login page.



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**.



**Johnson & Johnson
Innovative Medicine**

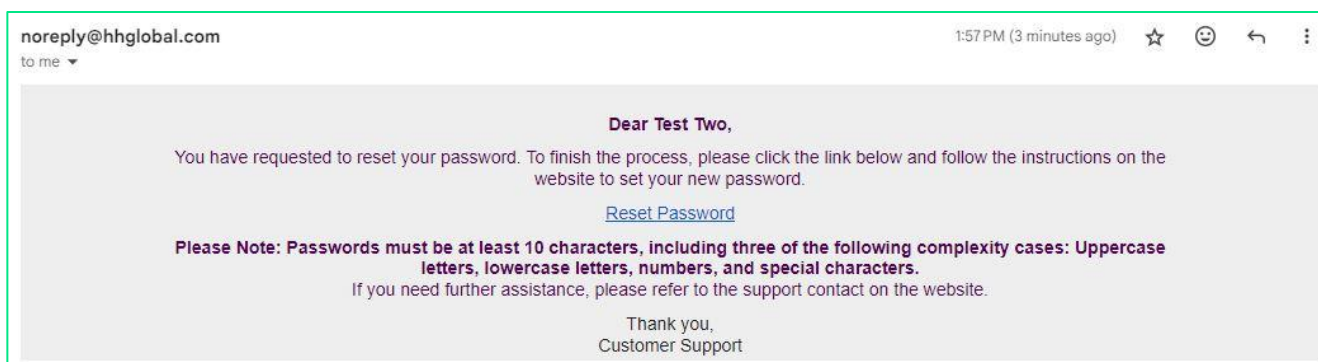
Please enter your email address and click Go.

Email Address

Go

[Cancel](#)

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

Enter New Password

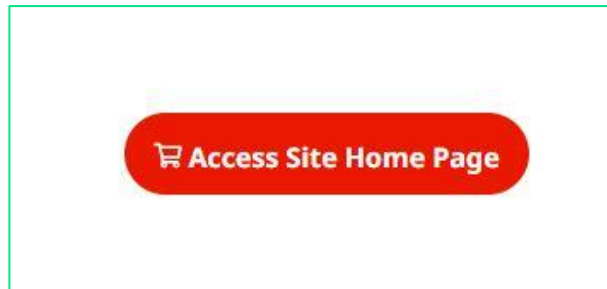
Create Password

Incorrect Format. Password must be as least 10 characters and include three of the four complexity cases: Upper case 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.



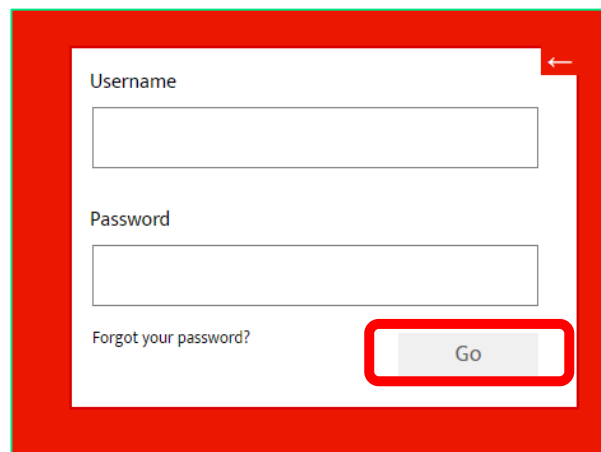
Logging into the Field Supply Hub

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.



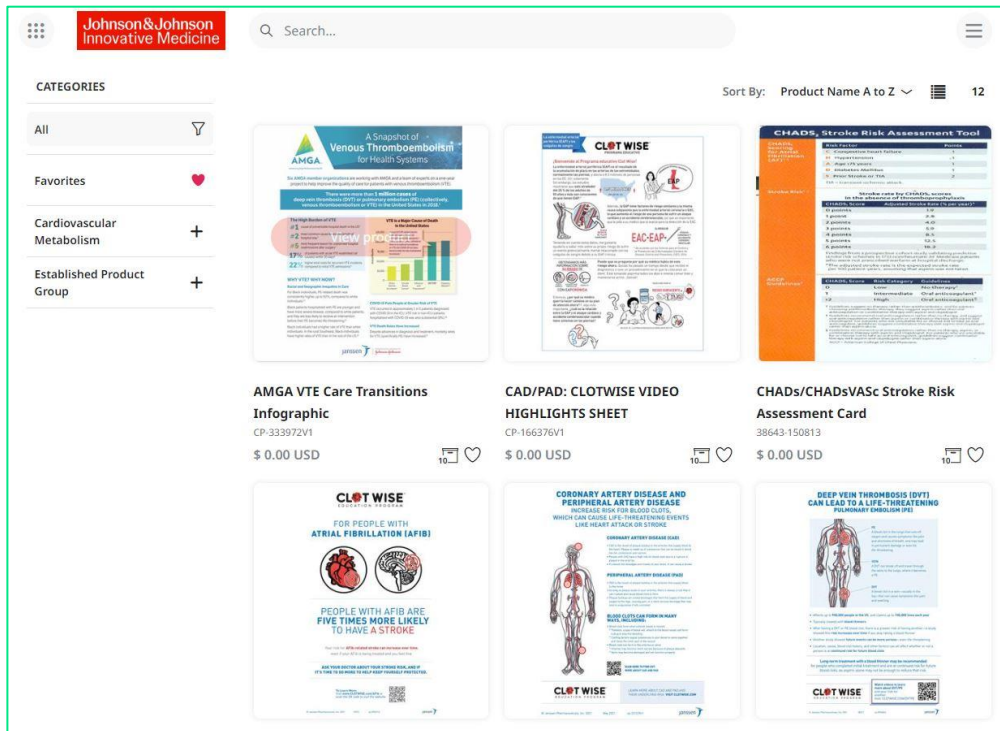
2. After the login page has loaded, please enter your email address and password and select **Go**.



Field Supply Hub Catalog

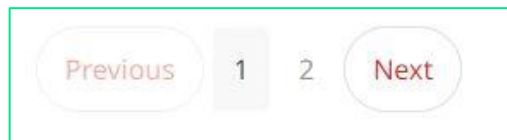
Main Catalog Page

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.

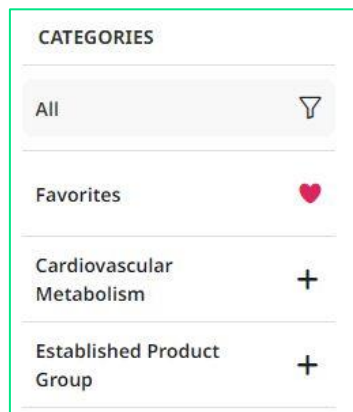


To browse through the list of items, scroll down.

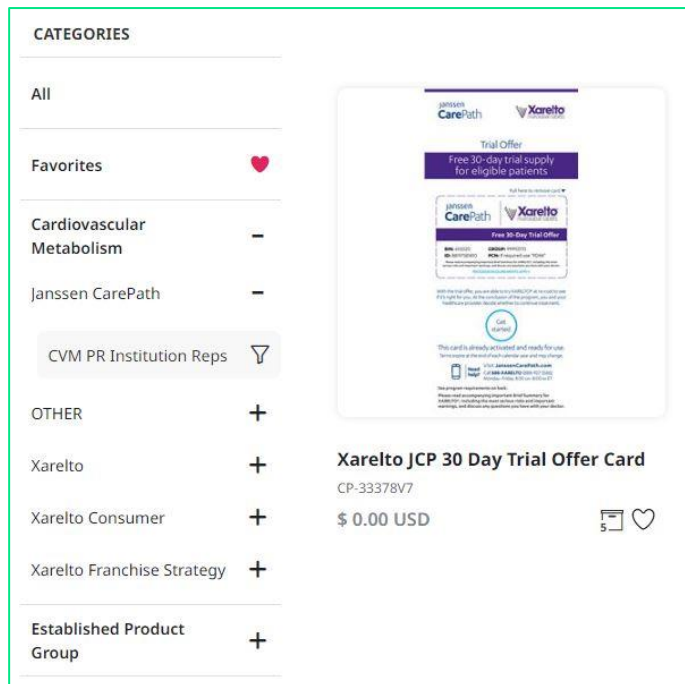
When you are at the bottom of the page, you can use the page turner to go to the next page.



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.



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.

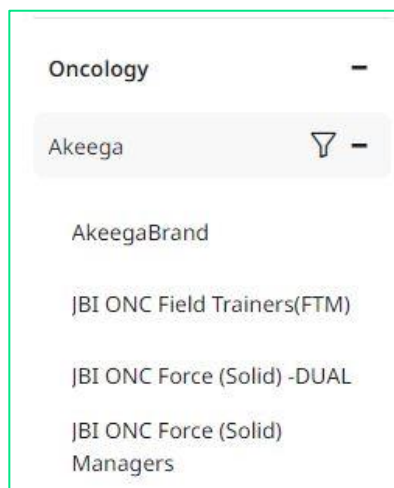


The hierarchy for categories is done in **two** different ways on the site.

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

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

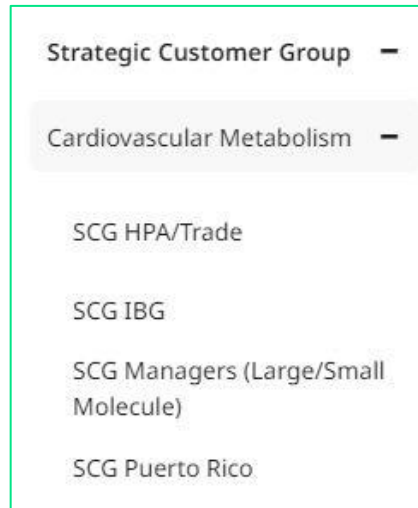
Example of Therapeutic Area Category Hierarchy:



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

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

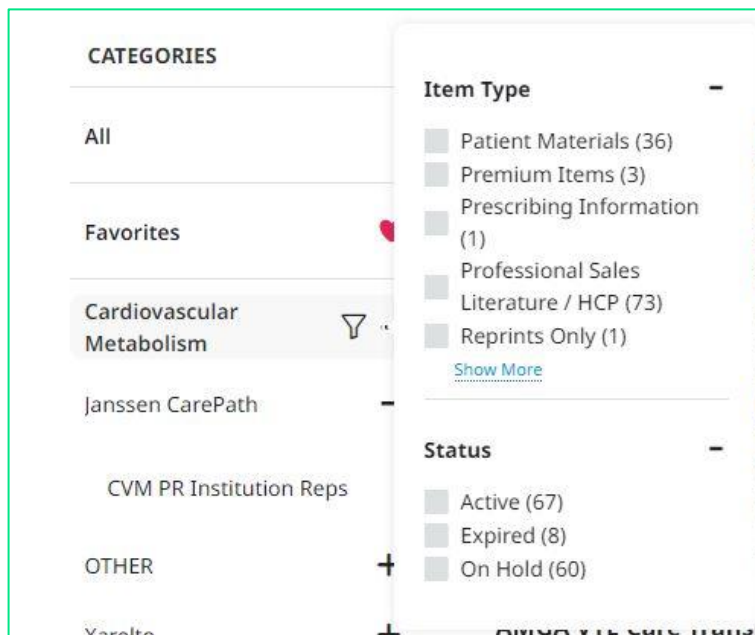
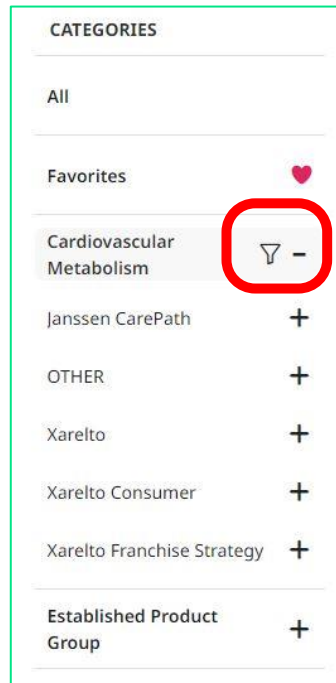
Example of Special Area:



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:

Search results for 'xarelto':

- xarelto
- xarelto withme
- xarelto voyager
- xarelto cad
- xarelto pad

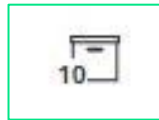
Catalog View of Items

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

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

The infographic, titled 'A Snapshot of Venous Thromboembolism for Health Systems', provides a comprehensive overview of VTE. It highlights that there are more than 1 million cases of deep vein thrombosis (DVT) or pulmonary embolism (PE) collectively, known as venous thromboembolism (VTE), in the United States in 2023. Key statistics include: 1 in 1000 patients hospitalized die in the US from complications of venous thromboembolism; 2 in 5 hospitalized patients die from complications of venous thromboembolism; 17% of patients with acute PE die within 30 days; and 22% of hospitalized patients die from VTE. The infographic also discusses the high burden of VTE, the impact of COVID-19, and the importance of care transitions. It features a bar chart showing the number of deaths from VTE in the US from 2010 to 2023, and a pie chart showing the distribution of VTE deaths by age group. The infographic is presented by Janssen and AMGA.

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

CAD/PAD: CLOTWISE VIDEO HIGHLIGHTS SHEET
CP-166376V1
\$ 0.00 USD

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.

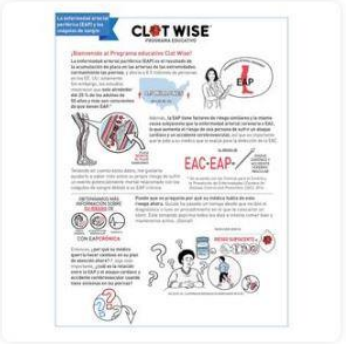
CATEGORIES

All

Favorites ♥

Cardiovascular
Metabolism +

Established Product
Group +



CAD/PAD: CLOTWISE VIDEO HIGHLIGHTS SHEET
CP-166376V1
\$ 0.00 USD

10 ♥

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 New

Updated Updated

Cardiovascular
Metabolism +

Established Product
Group +



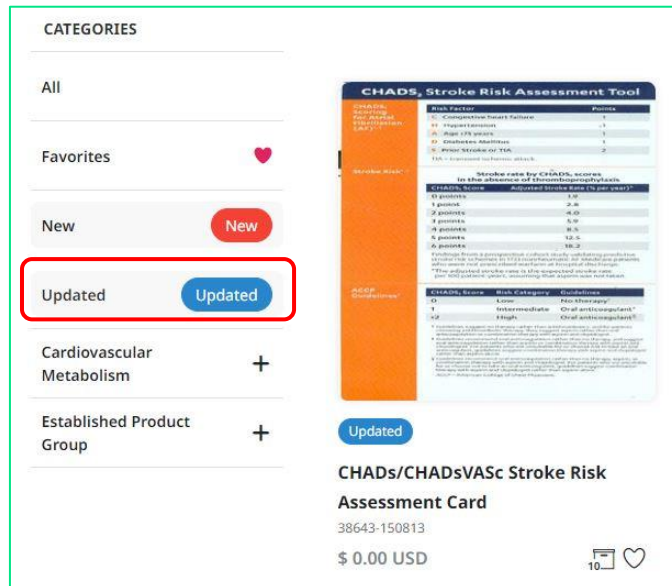
AMGA VTE Care Transitions Infographic
CP-333972V1
\$ 0.00 USD

New

10 ♥

Updated Items

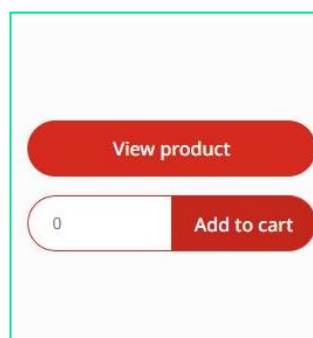
If there are updated items available in your catalog, an **Updated** category will appear below Favorites category. This will be updated periodically to reflect items that have been updated. **If there are no updated items, this category will not show on the site.**



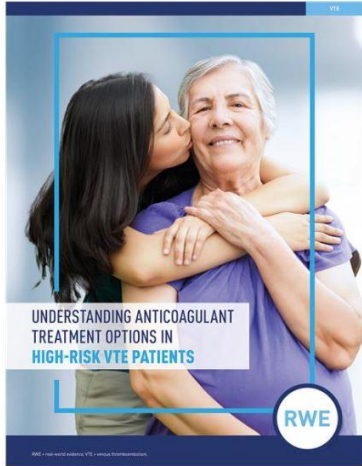
Quick Add Items to Cart

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



Overview

OSCAR H2H COMPLEX PATIENT PRINT FLASHCARD
CP-408304V1

Price
USD \$0.00

Package Quantity
Pack of 10

Items in Stock
2

Min Quantity
1

Max Quantity
2

Additional Product Information —

Brand Owner	Larry Chatman
Expiration Date	10/21/2025
Item Type	Professional Sales Literature / HCP
PI Version	cp-62543v13/ cp-288165v2
Status	Active

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

USD \$0.00

Add to cart

♥

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.

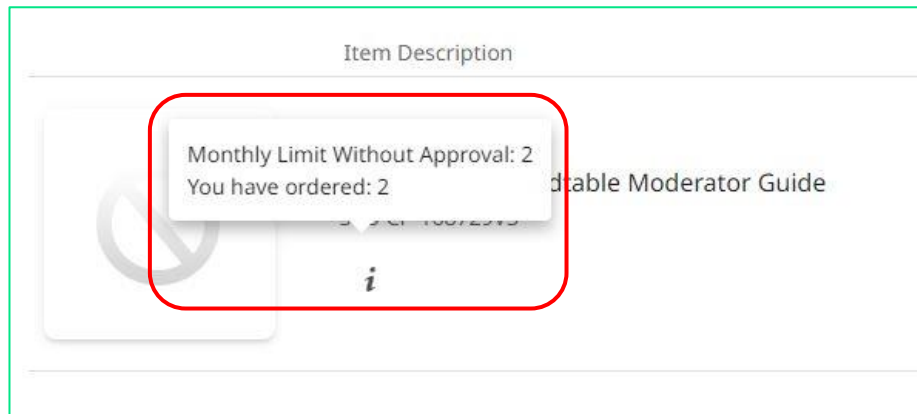
Shopping Cart
[Enable Multiple Address Shipping](#)
[Clear](#)

Item Description	Quantity	Price	Subtotal
<div style="display: flex; align-items: center;"> <div> <p style="border: 2px solid red; padding: 2px; display: inline-block; font-weight: bold;">Pending Approval</p> Darzalex RN Roundtable Moderator Guide SKU CP-168729V3 i </div> </div>	<input style="width: 40px; text-align: center;" type="text" value="2"/>	USD \$0.00	USD \$0.00 ✕
		Subtotal	USD \$0.00
		TOTAL	USD \$0.00

Continue Shopping

Next

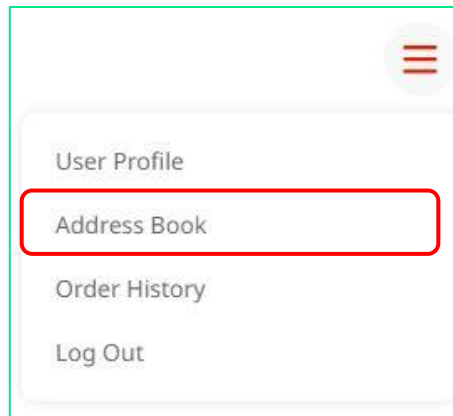
You can check your allocation quantities by hovering over the **i** icon under the item name.



Personal Address Book

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

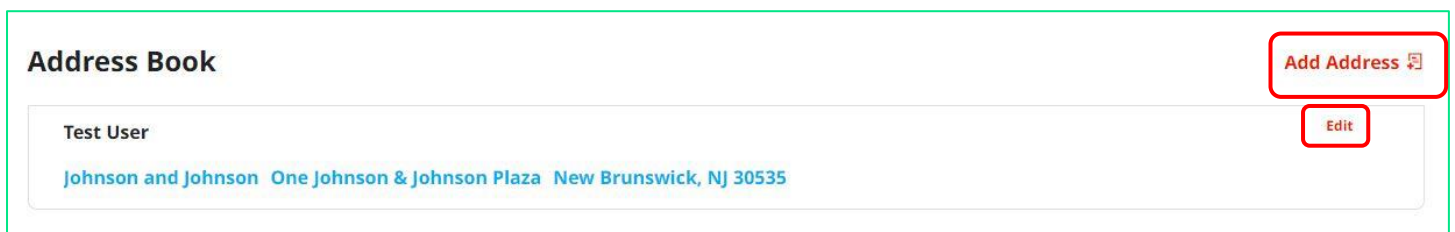
To access your personal address book, navigate to the menu in the upper right corner of the screen and select **Address Book**.



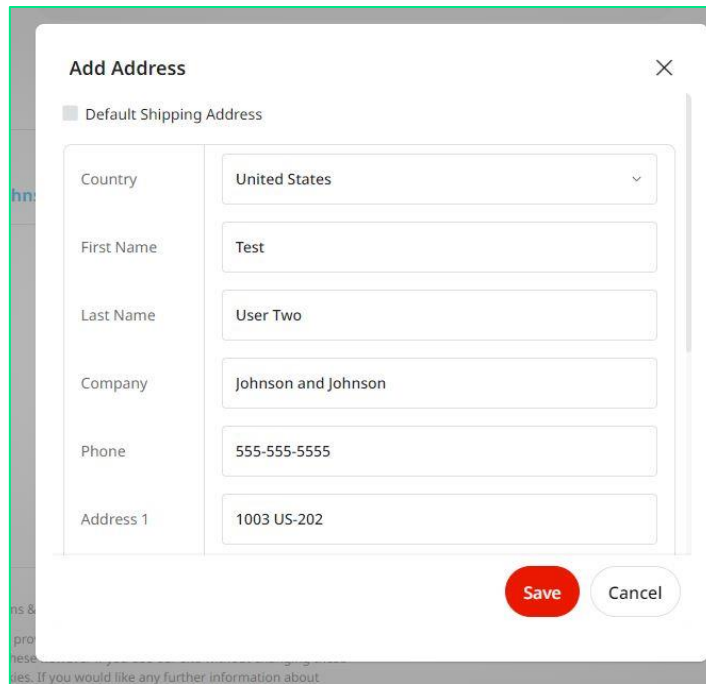
On the Address Book page, you will see every address that is saved to your account.

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.



The screenshot shows a modal window titled "Add Address" with a close button (X) in the top right corner. A checkbox labeled "Default Shipping Address" is checked. The form contains the following fields:

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

At the bottom right of the form are two buttons: a red "Save" button and a white "Cancel" button.

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



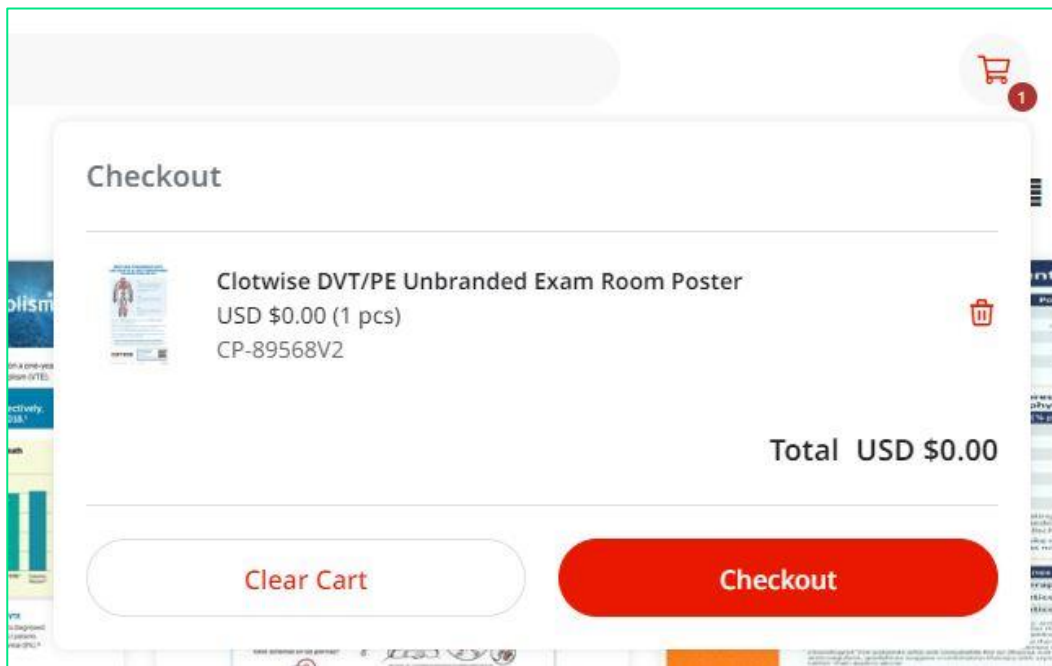
The screenshot shows the "Address Book" page with an "Add Address" button in the top right corner. The table below lists two entries:

Name	Address	Actions
Test User	Johnson and Johnson One Johnson & Johnson Plaza New Brunswick, NJ 30535	Edit
Test User Two	Johnson and Johnson 1003 US-202 Raritan, NJ 08869	Edit X

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 Johnson & Johnson Shopping Cart interface. At the top, there is a navigation bar with the Johnson & Johnson logo, a search bar, and a menu icon. Below the navigation bar is a progress indicator with four steps: 1. Items (highlighted in red), 2. Shipping, 3. Payment, and 4. Checkout. The main content area is titled "Shopping Cart" and contains a table with the following columns: Item Description, Quantity, Price, and Subtotal. The table lists one item: "Clotwise DVT/PE Unbranded Exam Room Poster" (SKU CP-89568V2, Pack of 5) with a quantity of 1, a price of USD \$0.00, and a subtotal of USD \$0.00. There is a small 'x' icon next to the subtotal for this item. Below the table, there is a summary section with "Subtotal" and "TOTAL" both showing USD \$0.00. At the bottom of the cart, there are two buttons: "Continue Shopping" and "Next".

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
Subtotal			USD \$0.00
TOTAL			USD \$0.00

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 expediated orders, please forward your order confirmation and expedited need by date to fieldsupplyhub@its.inj.com
- AbbVie and 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 in an address of your choice.

The screenshot shows a 'Shipping Address' form with the following fields and values:

- Country ***: United States
- First Name ***: Test
- Last Name ***: User
- Company ***: Johnson and Johnson
- Address 1 ***: One Johnson & Johnson Plaza
- Address 2**: (empty)
- City ***: New Brunswick
- State ***: New Jersey
- Zip Code ***: 08933
- Phone ***: 3053516090
- RDT Number**: 0000001
- Event Materials Deliver On**: (calendar icon)

Buttons: Open Address Book, Clear

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.

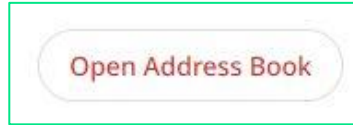
The **Corporate Address Book** contains pre-loaded addresses of colleagues within your organization.

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:

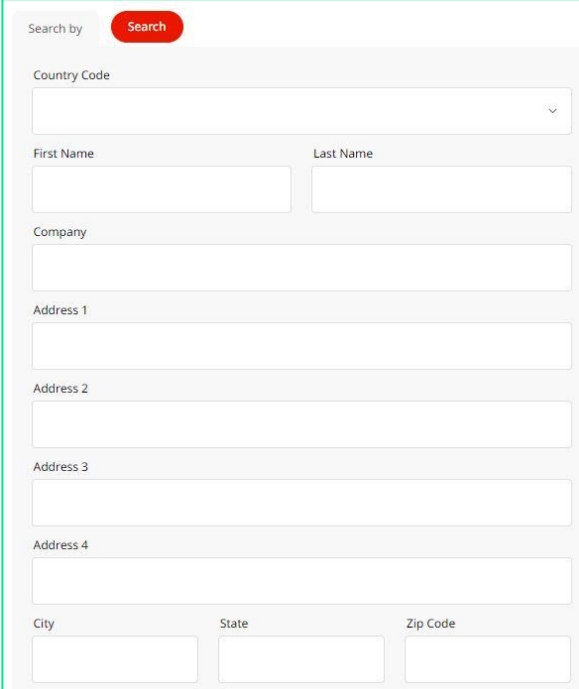
Example of Personal Address Book:

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:

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.



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

This screenshot shows a search results page with four entries, each in a white box with a red header:

- 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

Below the entries are navigation controls: a 'Previous' button, a page indicator with '1' selected and '2' next to it, a 'Next' button, and a 'Go to Page' input field with a red 'Go' button.

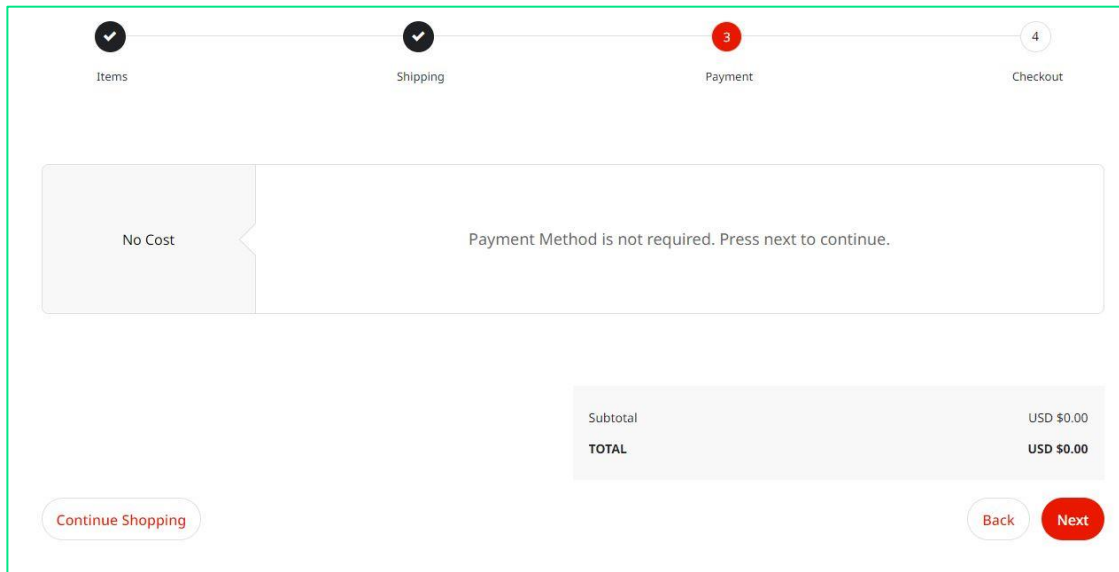
This screenshot shows the same search results page as above, but with the 'Test User 5' entry highlighted in red. The 'Ok' button at the bottom is also highlighted in blue, indicating it is the next step in the process.

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.

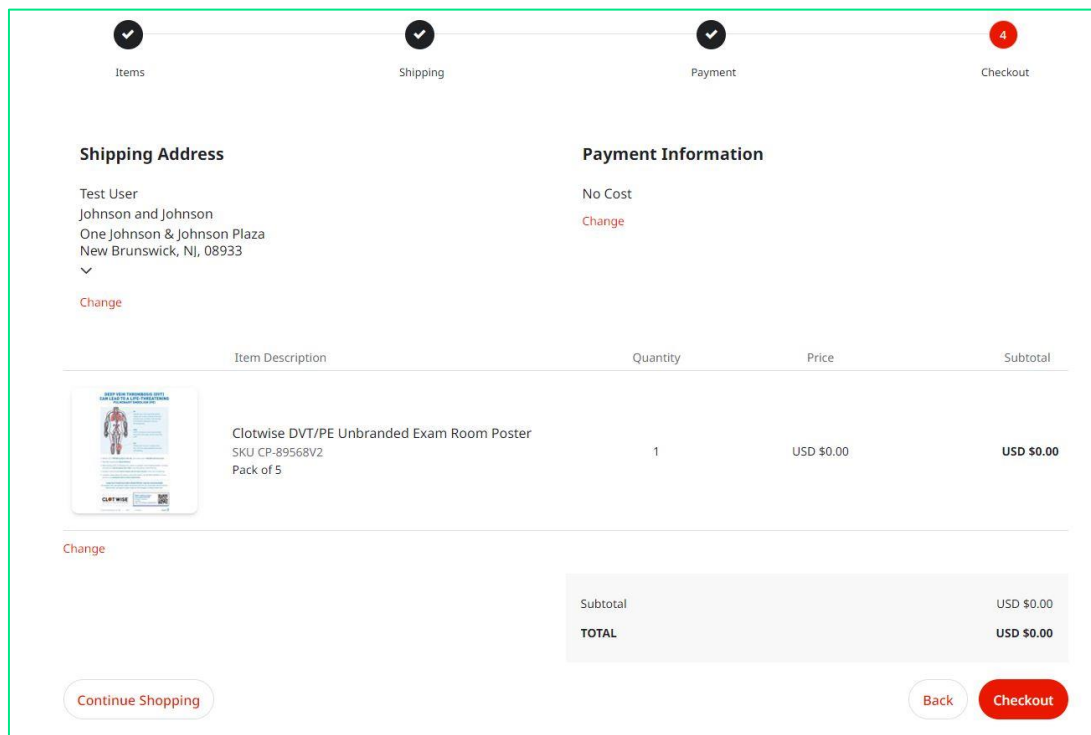


Please click **Next** to proceed to the **Checkout Confirmation** screen.

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.

The screenshot shows a 'Checkout' modal window. At the top right, a shopping cart icon with a red '1' is visible. The main content area displays a single item: 'Clotwise DVT/PE Unbranded Exam Room Poster' with a price of 'USD \$0.00 (1 pcs)' and product code 'CP-89568V2'. Below the item, the total is shown as 'Total USD \$0.00'. At the bottom of the modal, there are two buttons: 'Clear Cart' and 'Checkout'.

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.

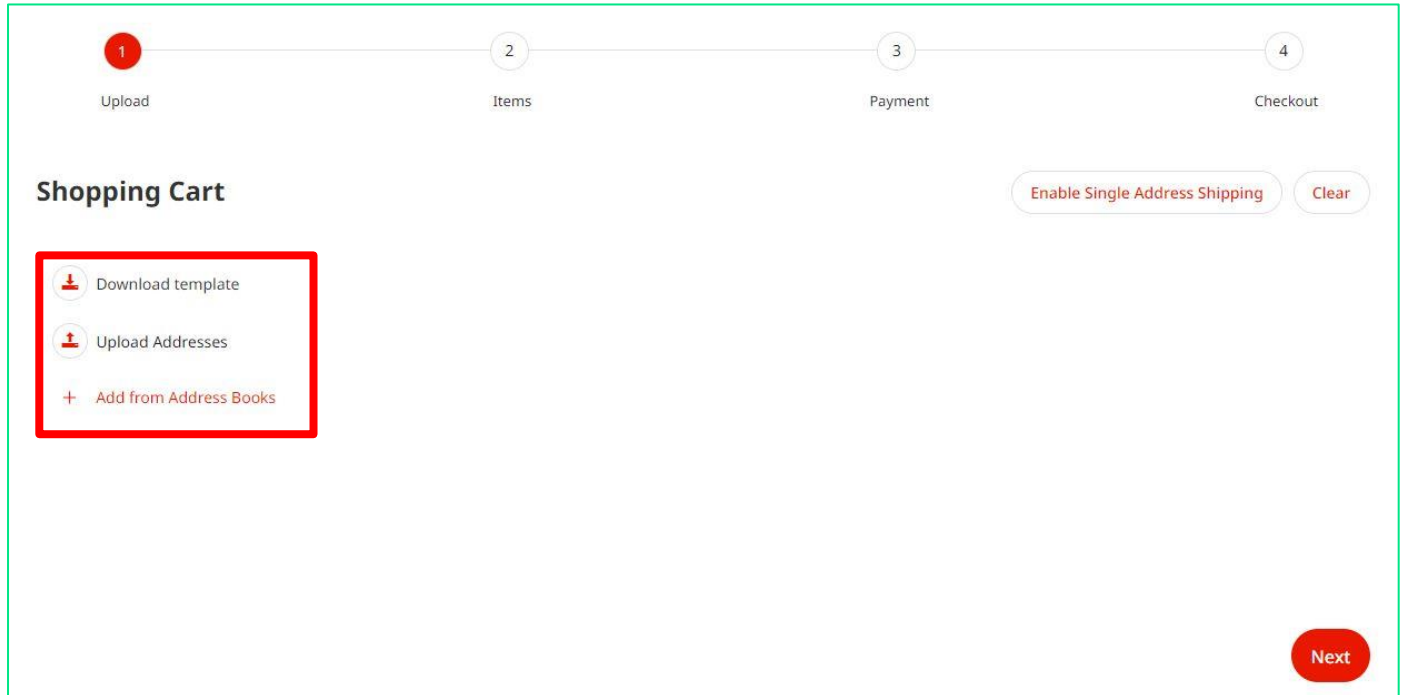
To ship items to more than one location, please click the **Multiple Address Shipping** button in the shopping cart.

The screenshot shows the Johnson & Johnson shopping cart interface. At the top, there is a search bar and a progress indicator with four steps: 1. Items (highlighted in red), 2. Shipping, 3. Payment, and 4. Checkout. Below the progress indicator, the title 'Shopping Cart' is displayed. To the right of the title, there is a button labeled 'Enable Multiple Address Shipping' which is highlighted with a red box, and a 'Clear' button. The cart items are listed in a table with columns for Item Description, Quantity, Price, and Subtotal. The item listed is 'Clotwise DVT/PE Unbranded Exam Room Poster' (SKU CP-89568V2, Pack of 5) with a quantity of 1, a price of USD \$0.00, and a subtotal of USD \$0.00. At the bottom right of the table, there is a 'Subtotal' row showing USD \$0.00 and a 'TOTAL' row showing USD \$0.00. At the bottom left, there is a 'Continue Shopping' button, and at the bottom right, there is a red 'Next' button.

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
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: AbbVie and Czarnowski users do not have a Corporate Address Book.

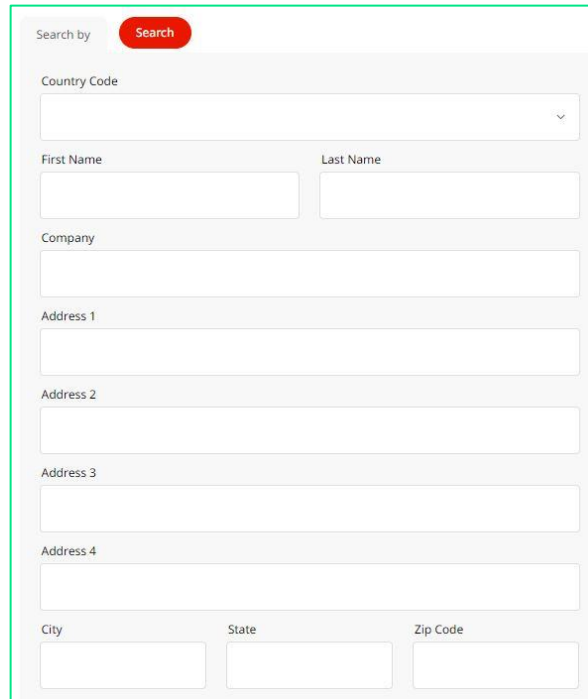
This will open the Corporate Address Book AND your Personal Address Book. You can toggle between them on this screen.

The screenshot shows the 'Address Book' interface. On the left, there is a search section with a 'Search by' dropdown and a red 'Search' button. Below this are several input fields: 'Enter search criteria' (with a sub-field 'Search across all fields'), 'Country Code' (with a dropdown arrow), 'First Name', 'Last Name', 'Company', 'Address 1', 'Address 2', 'Address 3', 'Address 4', 'City', 'State/Province', and 'Zip Code'. On the right, there are two tabs: 'Corporate Address Book' (selected) and 'Personal Address Book'. Below the tabs is a grid of address cards, each with a title (e.g., 'Test User 13') and a full address. At the bottom right of the grid, there are navigation controls: 'Previous', '1', '2', 'Next', 'Go to Page', 'Go', 'Ok', and 'Cancel'. On the far right edge of the grid, there is a vertical column of icons: a close button (X), a refresh button (circular arrow), a grid icon (3x3 dots), a list icon (three horizontal lines), a checkmark icon, a copy icon, a filter icon (funnel), and a 'Results Displayed' icon (a box containing the number '6').

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

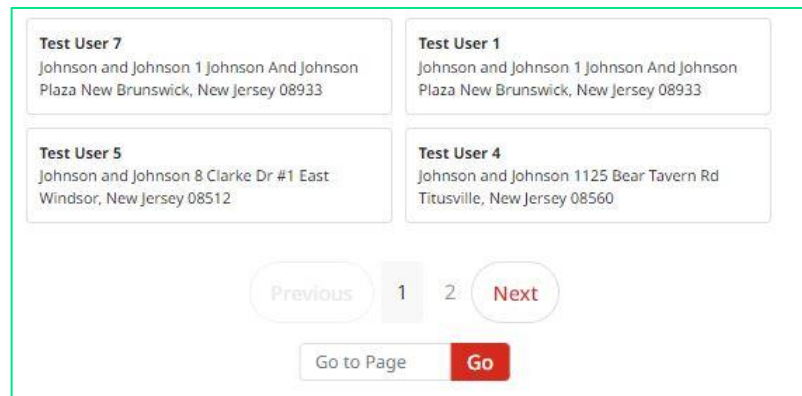
	Cancel: Closes the Address Book.
	Refresh: Refreshes the addresses displayed in the Address Book.
	Grid: Displays the addresses in a grid format.
	List: Displays the addresses in a list format.
	Ok: Selects the highlighted address.
	Copy: Copy to Personal Address Book.
	Filter: filter results based on 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:



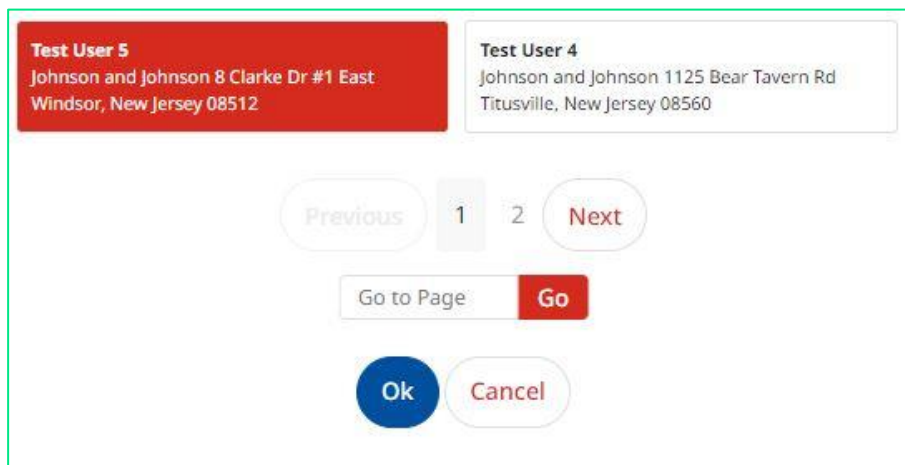
A search form with a 'Search by' label and a red 'Search' button. Below the button are several input fields: a 'Country Code' dropdown menu, 'First Name' and 'Last Name' text boxes, a 'Company' text box, four 'Address' text boxes (Address 1 through Address 4), and 'City', 'State', and 'Zip Code' text boxes.

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

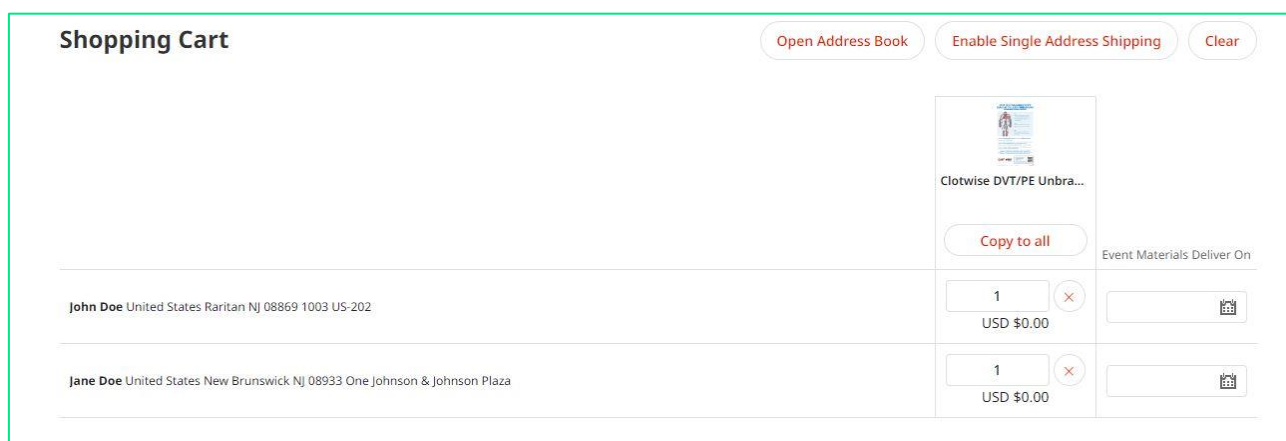


A list of four address entries, each in a white box with a grey border. The entries are: 'Test User 7' (Johnson and Johnson 1 Johnson And Johnson Plaza New Brunswick, New Jersey 08933), 'Test User 1' (Johnson and Johnson 1 Johnson And Johnson Plaza New Brunswick, New Jersey 08933), 'Test User 5' (Johnson and Johnson 8 Clarke Dr #1 East Windsor, New Jersey 08512), and 'Test User 4' (Johnson and Johnson 1125 Bear Tavern Rd Titusville, New Jersey 08560). Below the list are navigation controls: 'Previous' and 'Next' buttons, a page indicator showing '1' and '2', and a 'Go to Page' input field with a red 'Go' button.

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.



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.

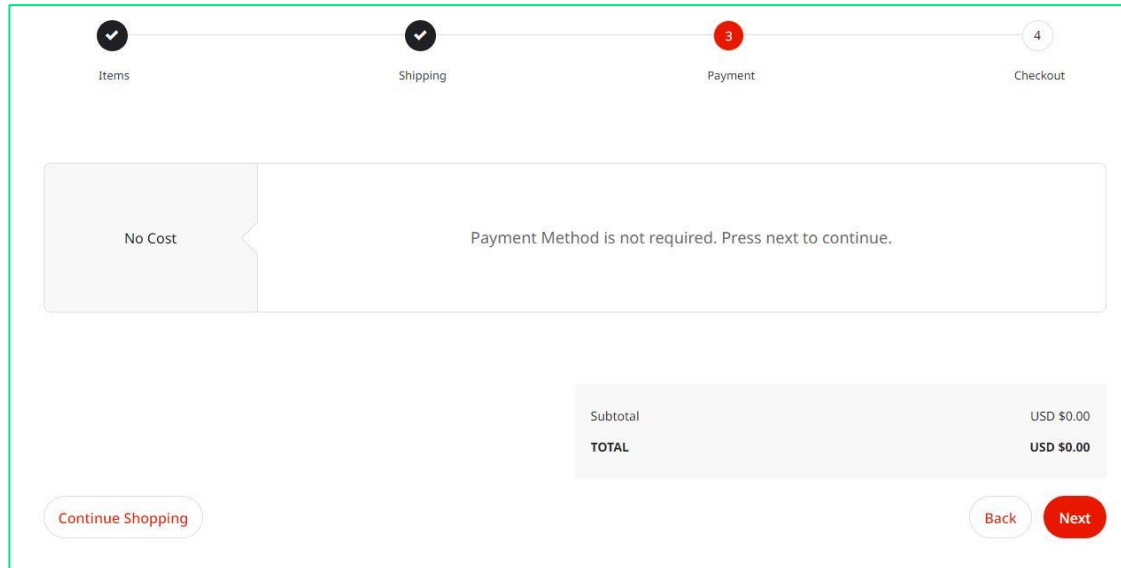
Please Note:

- 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 expediated orders, please forward your order confirmation and expedited need by date to fieldsupplyhub@its.inj.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.

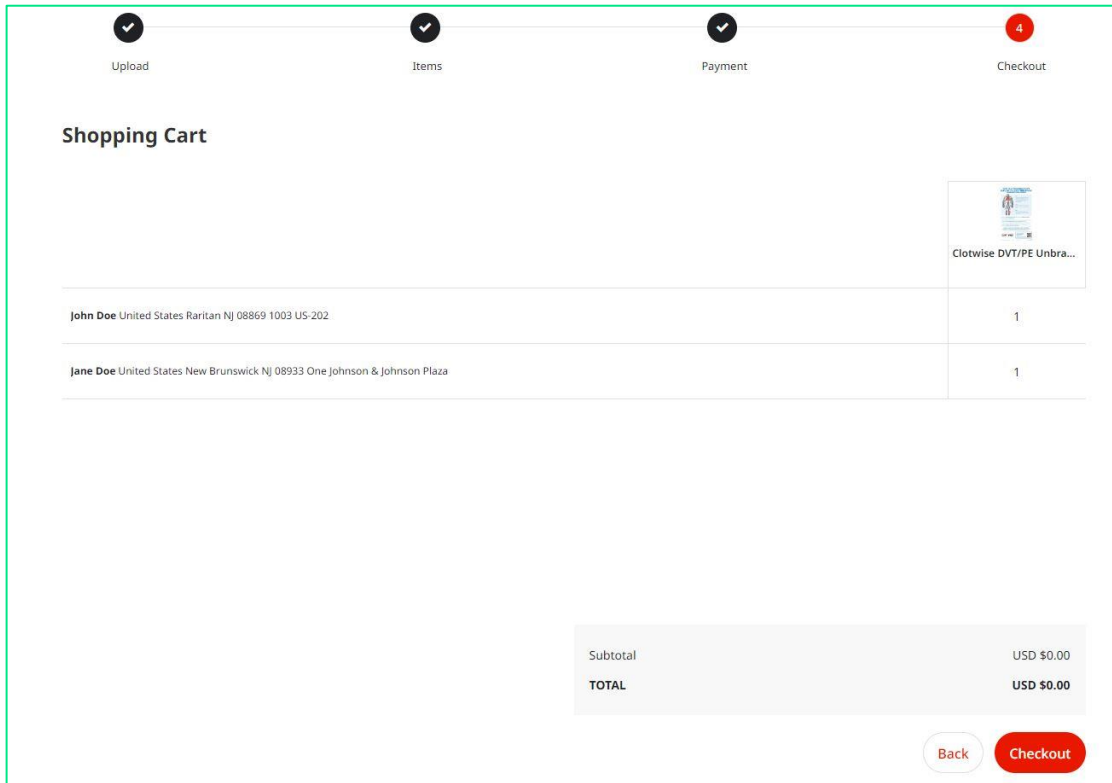


Please click **Next** to proceed to the **Checkout Confirmation** screen.

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.

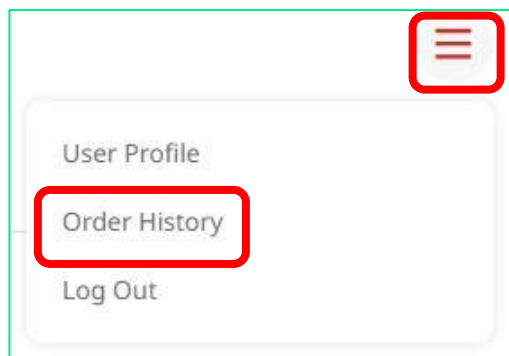


After you click **Checkout**, you will be directed back to the main catalog page.

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.

Date Range

Order Status

- In Progress
- Partially Shipped
- Completed
- Invoiced
- Canceled

Order Number

Product name

Description

Ordered by

Order History

6

Order Number	Order Date	Order Total	Order Status	
#PO4745757474	4/22/2024	USD \$0.00	IN PROGRESS	1
#PO4745731849	4/22/2024	USD \$0.00	IN PROGRESS	1
#PO4745470232	4/22/2024	USD \$0.00	IN PROGRESS	1

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:

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

Print Shopping Cart

- 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.

Contact Support

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