Single Transaction Access Portal

The Single Transaction Access (STA) portal is a web-based solution that enables customers to download their Transaction Information and Transaction Statements (TI/TS) for Janssen and/or Patriot orders.

Initial Screen

Step 1	Enter your company name as it appears on the packing slip for your delivery. *If you do not have a packing slip, please contact RA-PSGUS_JOM_Cus_Ser@its.jnj.com
Step 2	Enter the email you would like your one-time password sent to
Step 3	Click 'Generate One Time Password'
Step 4	Copy one time password from your email
Step 5	Paste one time password into the 'Enter One Time Password' field
Step 6	Enter the Captcha code
Step 7	Click 'Enter'

Product Details Screen

Enter product details

Company Name

Delivery Number *

Batch or Lot Number *

Your Zip Code (Ship-To or Sold-To) *

Step 1	The company name will appear as it was entered on the previous screen
Step 2	Enter the delivery number from your packing slip
Step 3	Enter the batch or lot number of one of the items in your delivery
Step 4	Please enter the zip code for your company exactly as it appears in the address section on the packing slip for your delivery
Step 5	Click 'View Transaction Details' at the bottom right of the page (see below example) **View Transaction Details**

File Download Screen

View Transactions   Johnson & Johnson   Johnson & Johnson Services, Inc.   View another transaction

List of Transactions

Delivery Number	Delivery Date	Ship From	Purchase order	Download
123456	Jan 01, 2024, 0:00:00 AM	JOMCONTACT	123456789	↓

Step 1	Click the blue download arrow on the right to download the data
Step 2	Click the 'View another transaction' link in the top right-hand corner to search another delivery