

WORKING WITH PFIZER –SUPPLIER GUIDELINES

HOW TO OBTAIN THE MOST FROM YOUR
BUSINESS RELATIONSHIP WITH PFIZER AG?



TABLE OF CONTENTS

<i>Working together with Pfizer</i>	3
<i>Purchase orders (PO)</i>	4
<i>Electronic orders, Catalogues and Purchasing Cards</i>	6
<i>Invoicing</i>	8
<i>Deliveries</i>	11
<i>How to find us</i>	13
<i>Checklist for the provision of services</i>	14
<i>Appendix</i>	15

These Supplier Guidelines can also be viewed by visiting
www.pfizer.ch.

WORKING TOGETHER WITH PFIZER

We, at Pfizer, attach great importance to a cordial relationship with our suppliers. To ensure smooth processing for all concerned the processes have been standardized.

These guidelines contain useful information for you as a Pfizer supplier. The key points are mentioned briefly below and then explained later in greater detail.

To ensure that your delivery is processed promptly and correctly and that your invoices are paid without delay we ask all suppliers to take note of the following points:

- Before you deliver any goods to or provide services for Pfizer AG, you must be in possession of a valid purchase order number. Purchase orders not bearing an order number, or instructions from Pfizer employees alone, are not sufficient.
- Details on the order form must be correct and concur with the goods and/or services to be provided. To ensure that there is no delay in paying your invoices, any inconsistencies should be corrected before the goods and/or services are delivered to Pfizer.
- All correspondence such as order confirmations, delivery notes, invoices and credit notes must clearly show the order number, the order position for the goods in question (see purchase order), the exact amount, description and, if necessary, the article number of the goods or services. The same unit of measurement should be used as on the order form.
- To ensure that invoices and credit notes can be processed directly by the accounts payable department in Dublin, Ireland, the billing address must be correct (see chapter “Invoicing” for detailed information).

IF THE ABOVE-MENTIONED POINTS ARE NOT ADHERED TO THERE MAY BE A DELAY IN SETTLING YOUR INVOICE(S) OR IT MIGHT RESULT IN YOUR INVOICE(S) BEING RETURNED UNPAID.

PURCHASE ORDERS (PO)

Before any goods and/or services can be delivered to or provided for Pfizer in Switzerland you must be in possession of a valid purchase order from Pfizer. The order must concur with the goods supplied, in particular, as far as the quantity, price, description and unit of measurement is concerned.

All Pfizer employees who are responsible for the procurement of goods and services ensure that this requirement is met by furnishing a purchase order (PO). Before delivering any goods to or providing services for Pfizer you must be in possession of a valid order number.

The order is a written document containing the following information:

- The order number and order position
- Quantity
- Unit of measurement
- Unit price and total price
- Article no.
- Description of the product or service
- Date of order and requested date of delivery
- Delivery address
- Billing address

A contact phone number will be indicated on the order. Should any changes to the order have to be made you must notify Pfizer immediately and await written approval of the differences before dispatching the goods or commencing any activity. All discrepancies and inconsistencies must be clarified before Pfizer can settle your invoice.

If nothing is stated to the contrary, order confirmations should be sent to the recipient.

ADDRESS FOR ORDER CONFIRMATIONS

Pfizer AG

Recipient as indicated on the purchase order

Postfach

CH-8052 Zurich

ELECTRONIC ORDERS, CATALOGUES AND PURCHASING CARDS

To process orders electronically Pfizer employs the Ariba software and the Ariba Supplier Network.

In order to support our eProcurement processes Pfizer has implemented the Ariba product package (www.ariba.com). This enables Pfizer to send orders to suppliers by different means.

In addition to the traditional method of sending orders by post, Pfizer has the option of transmitting orders electronically via the Ariba tool and the Ariba Supplier Network (ASN). To receive Pfizer orders electronically via ASN suppliers have to register for the Ariba Supplier Network.

If you require further information please visit the Ariba website: www.ariba.com. Pfizer will invite suppliers to register with Ariba as this is absolutely necessary to establish a business relationship with our company. Pfizer is pursuing the goal whereby every transaction can be processed electronically with each of its suppliers. As soon as a supplier receives purchase orders from Pfizer via the Ariba tool, Pfizer will discuss the benefits and options for the supplier in automating the payment process. All Pfizer employees who are responsible for the procurement of goods and services ensure that this is adhered to by furnishing a purchase order (PO). Before delivering any goods to or providing any services for Pfizer you must be in possession of a valid order number.

CATALOGUES

Wherever possible, Pfizer undertakes purchasing by referring to a supplier catalogue that is internally available in the Ariba application. The catalogue contains a list of the available articles and services. Purchase orders are transmitted to the supplier electronically via the ASN.

PURCHASING CARD

Amex (American Express) is Pfizer's preferred provider of purchasing cards. In order to achieve our goal of reducing transaction costs and simplifying the payment process, Pfizer is considering introducing an Amex supplier purchasing card for every catalogue supplier.

INVOICING

All correspondence relating to accounting matters such as invoices, credit notes or (account) statements, is processed by the European Financial Shared Services Centre in Dublin.

As a means of providing state-of-the-art and efficient financial services, Pfizer has established a new financial center in Dublin, Ireland. The European Financial Shared Services Centre (abbreviated to “EFSS”) is the final destination for every supplier invoice – not only for Switzerland but for a further 18 European countries.

This new arrangement will be simplified for the supplier inasmuch as he will be able to continue communicating with a Swiss address and dialing a Swiss phone number to establish contact.

Suppliers of Pfizer will send invoices for payment to an address in Switzerland where the incoming invoices are redirected to Dublin.

INVOICING ADDRESS

Pfizer AG

EFSS Dublin

Postfach 626

CH-8052 Zurich

Any queries should be addressed to EFSS. You dial a Swiss number and the call will be forwarded.

CONTACT

Phone: +41 43/495 7470 (call will be forwarded to Dublin)

Fax: +41 43/495 7461 (fax will be forwarded to Dublin)

E-mail: efss.ap.switz@pfizer.com

Enquiries can be submitted in German or English.

To ensure that the payment process can be handled by EFSS, your invoices must contain the following details:

- A valid purchase order number supplied by Pfizer
- Your invoice number and the date of the invoice
- The order position for the goods in question for which you intend to issue an invoice
- The exact company name and address as listed in the register of companies
- The payment address/bank data
- All details of the delivery, i.e. unit price and total price
- Your VAT number

ELECTRONIC PAYMENTS

Pfizer settles its suppliers' invoices using the Electronic Transfer System. Suppliers, therefore, must provide details of their bank before submitting invoices for payment. Please send the bank details – entered on your company notepaper – to the address in Dublin mentioned below. The data will then be administered centrally. The appendix shows a specimen master data sheet with the data that we require listed.

EFSS ADDRESS FOR MASTER DATA

Pfizer AG

Market Finance

Postfach

CH-8052 Zürich

INVOICING CURRENCY

Please ensure that the currency on your invoice corresponds to that on the purchase order or purchase agreement. Should the currency on the purchase order appear to be incorrect, please make sure that a correct purchase order is in the hands of the relevant Pfizer contact person (PO recipient) before the goods are delivered or the services supplied.

FURTHER IMPORTANT INFORMATION

- The name of the supplier on the invoice must be identical to that indicated on the purchase order
- Please refrain from sending duplicate invoices unless EFSS specifically requests this
- Each invoice may only contain the names of the goods or services as indicated on the purchase order
- If an invoice fails to correspond with the purchase order payment will be refused or the invoice will be held as evidence until such times as the required information has been supplied
- Credit notes must be issued to the invoice address (see invoicing). Credit notes must be clearly identified as such and contain not only the invoice number but also the order number and the order position to which the credit note refers.
- The master data required for processing purposes is stored on a server outside of Switzerland.

ADHERING TO THESE INSTRUCTIONS WILL ENSURE THAT PAYMENT OF YOUR INVOICE(S) IS NOT DELAYED AND AVOID THE POSSIBILITY OF YOUR INVOICE(S) BEING RETURNED UNPAID.

DELIVERIES

To ensure that your goods arrive at the correct Pfizer location without delay, please comply with the relevant delivery information.

PFIZER RESORTS TO THE USE EXTERNAL SERVICES SUCH AS LOGISTICS COMPANIES AND WAREHOUSES. DETAILS CAN BE FOUND ON THE PURCHASE ORDER. SUPPLIERS CURRENTLY DELIVERING TO PFIZER SHOULD CONTINUE TO COMPLY WITH THE CURRENT DELIVERY STIPULATIONS.

Complying with these steps will ensure that:

- Goods are delivered to your end customer without delay
- Your drivers keep the delivery time to a minimum
- An authorized signature is provided as confirmation of delivery
- Your invoices will be paid promptly

DELIVERY ADDRESSES

All goods must be delivered directly to the delivery address (see purchase order). If the goods bearing a valid order number are not delivered to the correct address, they will be returned.

DESCRIPTION OF GOODS

To avoid having to unpack goods to determine which order is involved we ask you to identify each package clearly with the Pfizer order number. Packages that cannot be clearly identified may have to be refused. All goods delivered must be listed on the shipping note.

DOCUMENTS

All deliveries must be accompanied by a detailed packing list enclosed in a plastic jacket or similar. This must be attached to the package.

The Pfizer order number must be clearly indicated on the packing list and the corresponding shipping documents. This will accelerate clearance of the articles upon arrival.

The shipping documents (waybill or similar) must contain the following information:

- Pfizer company name
- Delivery address
- The order number and order position of the goods in question (see purchase order)
- A description of the goods and quantity
- Unit of measurement
- The article name as agreed with Pfizer (if appropriate)
- The article number (EAN code)
- Order reference (if appropriate)

HOW TO FIND US



ADDRESS

Pfizer AG

Schärenmoosstr. 99

CH-8052 Zurich

Phone: +41 43/495 7111

CHECKLIST FOR THE PROVISION OF SERVICES

Has the scope of services to be provided already been agreed upon with Pfizer?

No	Yes
Agree with Pfizer on the scope of the services to be provided.	Proceed to next question

Am I in possession of a valid purchase order number?

No	Yes
Before providing any services, contact Pfizer to obtain a valid purchase order number.	Proceed to next question

Are all the details on the purchase order correct?

No	Yes
Contact Pfizer to have the details corrected before processing the order.	Proceed to next question


Have I provided the service in full (or the part agreed to)?

No	Yes
Provide the service (or the part agreed) before submitting the invoice.	Send us details of the service(s) provided (delivery note) and include the invoice (making sure that the stipulations specified in the chapter "Invoicing" have been complied with in full).

APPENDIX

Here you will find additional information and examples.

SAMPLE PURCHASE ORDER

		BESTELLUNG/PURCHASE ORDER No. 632-E290343		Rechnung: 0	Rechnung an Pfizer AG EFSS Dublin Postfach 626 8052 Zürich Switzerland		
Lieferant MUSTER AG Mustergasse 1 8000 Zürich Schweiz		Telefon 0041 43 4957111 Fax 0041 43 4957111 Kontakt Hans Muster		Lieferadresse Pfizer AG Schönenmostr. 99 8052 Zürich Switzerland			
				Empfänger Peter Muster Telefon 0041 43 4957111 Standort/Raum 210			
Bestelldatum 24-Nov-2005 GENEHMIGT		Um eine Bestellung zu ermöglichen, muss die Pfizer P.O. Nummer auf Rechnung, Gutachten oder Lieferschein vermerkt sein. Für die Bestellung gelten die Allgemeinen Einkaufsbedingungen der Firma Pfizer AG vermerkt auf der Rückseite dieses Dokuments. Änderungen der Bestellung sind durch die Firma Pfizer schriftlich zu bestätigen bevor eine Lieferung erfolgt.					
Lieferbedingungen			Zahlungsbedingungen		Zusätzliche Informationen		
Pos	Menge	Artikel Nr.	Mass Einh.	Beschreibung	Lieferdatum	Preis/Einh.	Total
1	200	xxxxxxxx	Each	Beistit	28. Nov 05	CHF 1.00	CHF 200.00
2	200	xxxxxxxx	Each	Beistit	28. Nov 05	CHF 1.00	CHF 200.00
						Total	CHF 400.00
.....							
Kommentar: Jede Lieferung muss einen Lieferschein enthalten. Lieferungen ohne Lieferschein werden unter Umständen abgewiesen. Der Lieferschein muss nebenstehende Angaben enthalten				1. Lieferant 2. Lieferadresse 3. Bestellung und Positionsnummer 4. Menge und Beschreibung der Position 5. Artikelnummer 6. Chargen- oder Kontrollnummer (falls nötig) 7. Pfizer Kontakt (falls bekannt)			
Für die Rechnung bitte die Rechnungsadresse wie auf der Bestellung ersichtlich verwenden. Zudem muss immer die Bestellnummer und die Positionsnummer angegeben werden. Ansonsten kann die Rechnung unter Umständen nicht sofort bezahlt werden.							
Kommentar: Wenn nichts anderes vermerkt, enthalten die Preise keine Mehrwertsteuer. Die gültigen Mehrwertsteuersätze sind anzuwenden				MwSt. Nr. 214320			

SAMPLE MASTER DATA SHEET

Stammdatenblatt / Données de base / Dati di Base / Master Data

Seite 1 von 2 / page 1 de 2 / pagina 1 di 2 / page 1 of 2

Name/Firma;
Nom/Compagnie;
Nome/Compagnia;
Name/Company;

Adresse;
Indirizzo;
Address;

PLZ;
Code postal;
CAP;
ZIP;

Ort;
Lieu;
Luogo;
Place;

Land;
Pais;
Paese;
Country;

MWST-Nr;
No. TVA;
No. IVA;
VAT no.;

Kontaktdetails / Détails de contact / Contatto dettagliato / Contact details

Telefon;
Téléphone;
Telefono;
Phone;

Telefax;

E-Mail;

Kontaktperson;
Nom de contact ;
Persona di contatto;
Contact name;

Stammdatenblatt / Données de base / Dati di Base / Master Data

Seite 2 von 2 / page 2 de 2 / pagina 2 di 2 / page 2 of 2

Bankverbindung (auch Postcheque) / Relation bancaire / Relazione bancaria / Bank Details

Bank Name;
Nom de la banque;
Nome della banca ;
Bank Name;

Filiale;
Succursale;
Branch;

Clearing-Nr;
No. Clearing;
Bank branch no.;

SWIFT Code;

Bank oder Postcheque
Konto-Nr. (CH Bank)
IBAN No. (if non-CH
bank only);

Begünstigter;
Bénéficiaire;
Beneficiario;
Beneficiary;

!!! Der Begünstigte und der Inhaber des Bankkontos müssen übereinstimmen !!!

!!! Le bénéficiaire et le propriétaire du compte bancaire doivent être la même personne/compagnie!!!

!!! Il beneficiario e il proprietario del conto bancario dovrà essere la medesima persona/compagnia!!!

!!! The beneficiary and the holder of the bank account must be the equal person!!!

Ihre Kontaktperson bei Pfizer;
Votre contact à Pfizer;
Il vostro contatto alla Pfizer;
Your Pfizer contact person;

Bestätigung/Confirmation/Confirmation;

Datum/Date/Data/Date

Unterschrift/Signature/Firma/Signature

THIS DATA WILL BE STORED ON A SERVER IN WARWICK/UK!

EFSS NOTICE ON WRONG INVOICES

 	PFIZER AG EFSS DUBLIN POSTFACH 626 8052 ZÜRICH SWITZERLAND	Switzerland efss.ap.switz@pfizer.com Telefon: 043 495 7470 Fax: 043 495 7461
<i>Verletzung Pfizer Richtlinie: PO Nr. Vermerk auf Rechnung</i>		<i>Pfizer Official Purchase Order Numbers on Supplier Invoices</i>
AN DIE DEBITORENBUCHHALTUNG:		F.A.O. ACCOUNTS RECEIVABLE DEPARTMENT:
Ihre Rechnung(en):		Your Invoice(s):
Referenz-Nr.: _____		Number: _____
Datum: _____		Date: _____
Purchase Order (Bestell-) Nr. fehlt		<input type="checkbox"/> Purchase Order number is missing.
<i>Interne Richtlinien erlauben es uns nicht Rechnungen ohne gültige PO/Bestell-Nr. zu verarbeiten. Bitte senden Sie uns die Rechnung noch einmal mit korrekt aufgerückter PO/Bestell-Nr.</i>		<i>Our policy is to pay invoices that are accompanied by a valid Pfizer Purchase Order Number and the attached invoice does not quote one. If the invoice has this omitted, please resubmit with the correct information to the above address.</i>
<i>Sollten Sie nicht im Besitze einer gültigen PO/Bestell-Nr. sein, dann kontaktieren Sie bitte die auftraggebende Person um eine zu beantragen.</i>		<i>If you do not have a valid Pfizer Purchase Order Number, you must contact the originator of the request for you to supply the goods or services, to provide you with this number. The invoice should be returned to the above address quoting the Pfizer Purchase Order Number supplied.</i>
<i>Stellen Sie zukünftig sicher, Güter und Dienstleistungen nur nach Erhalt einer PO/Bestellung zu liefern. Sie ermöglichen dadurch eine schnelle und korrekte Bearbeitung Ihrer Rechnung.</i>		<i>If you are requested to supply goods or services in the future, please ensure that you obtain an official Purchase Order Number so that this can be quoted on the invoice you submit. It will ensure we are able to process it for payment speedily and efficiently.</i>
Ungültige Purchase Order (Bestell-) Nr.: _____		<input type="checkbox"/> Invalid Purchase Order Number (verify PO number): _____
Die Rechnung scheint eine ungültige PO/Bestell-Nr. aufzuweisen. Kontaktieren Sie bitte die auftraggebende Person um den Sachverhalt zu klären.		If the invoice has been issued to us with an incorrect Purchase Order Number, please refer to your Pfizer end user for clarification before resubmitting the invoice for payment to us at the above address.
Die Rechnung ist an die falsche Geschäftseinheit adressiert. Bitte folgende Adresse verwenden:		<input type="checkbox"/> Invoiced to the incorrect Pfizer company. Please address to: _____
Andere Gründe:		<input type="checkbox"/> Other: _____
Gültig sind nur Originaldokumente (keine Kopien oder Faxe).		No faxed or copies please. Original or certified invoices only.
Vielen Dank für Ihre Mithilfe. Das EFSS Accounts Payable Prozess Support Team.		Thank you for your assistance EFSS Accounts Payable Process Support Team.