

Breakthroughs that change patients' lives

Dear Business Partners,

We value long term cooperation with your company and therefore we would like to share with you upcoming change of support for Invoice handling for Pfizer. Please note that this communication is relevant for all Legal entities of Pfizer and Upjohn registered in The Netherlands. Please note that the purchase orders information will not be retrospectively changed so please use below information going forward.

In case you are sending the invoices through ASN, please ignore this message.

As of

1st May 2020

invoice scanning will be supported by **Canon Prague s.r.o** and all invoices must be sent to the below mentioned addresses. In case invoices will be send before this date, please note that invoices won't be actioned before 1st May 2020.

PDF is preferred way to receive invoice

Email: CCZ-Pfizer-NL@canon.cz

- Please note, that PDF is preferred way of sending invoices due to all benefits for both sides. We would like to encourage all our suppliers to send invoices via email in PDF format – no enrolment is required
- PDF invoices must be sent via email to the following address: CCZ-Pfizer-NL@canon.cz
- The email address mentioned above should NOT be used to send any other supporting communications. In case you have any question, our AP Helpdesk is ready to assist you.

There are certain rules which need to be followed, for the invoice to be accepted.

- Only attachment in PDF format is accepted (Word/Excel/jpg & other formats are not accepted)
- One PDF document must include invoice/credit with all supporting documentation. In case this will not be followed, each PDF will be treated as a separate document.
- 1 Email = 1 PDF = 1 invoice/credit
- PDF size cannot exceed 25MB
- PDF document cannot be locked/password protected
- There is no confirmation provided regarding the acceptance of emails.

Did you know, you can check the status of your invoice online?

<http://ap.pfizer.com>

In case you would like to check the status of your invoice(s) in our system, you can do it To check the status of your invoice(s), please refer to our AP Taulia Portal (<http://ap.pfizer.com>). Your invoices should be visible here in 3-5 days from email submission. In case you don't have access, please follow the enrolment process described at the portal home page.

Do you still need to send us paper invoice?

In case you still need to send us PAPER invoices, please follow below instructions

A. Regular post

PO BOX 243
Bubenské náměstí 306/13
17004 Prague
Czech Republic

Please be informed that in case you are sending a package via „courier“ service delivery, the PO box is not able to accept such a package (as a signature for receipt is required), as this would lead to rejection of the delivery package back to the sender.

B. Courier or other services required confirmation or signature

Canon CZ s.r.o.
Prague Marina Office center
Jankovcova 1595/14 vchod B
170 00 Praha 7 Holešovice
Czech Republic

Contact: Reception
Telephone: +420 225 280 111

In case you have any questions or concerns, please do not hesitate to contact our AP Helpdesk at: gfs europe.ap.nl@pfizer.com

Sincerely,

Jakub Pavlik
I2P Director, Pfizer Global financial solutions, Prague

