

Pfizer Manufacturing Belgium NV - Invoicing Guidelines

Pdf invoicing is the preferred way of sending invoices to Pfizer Manufacturing Belgium. PDF invoices sent via email to be sent to the following address: CCZ-Pfizer-BE@canon.cz

The email address mentioned above is not to be used for support communications. For invoice status please check AP Taulia Portal and if unclear please reach to Helpdesk team on: gfseurope.ap.be@pfizer.com

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 note 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 note
- PDF size cannot exceed 25MB
- PDF document cannot be locked/password protected

There is no confirmation provided regarding the acceptance of emails. To check the status of your invoice(s), please refer to our AP Taulia Portal at <http://ap.pfizer.com> and allow 3-5 business days for your invoice to be visible in the Portal.

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

Regular post

PO BOX 233,
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 back to the sender.

Courier or other services required confirmation (recommended letter)

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

Contact: Reception
Telephone: +420225280111