

Vendor Starter Kit

Source to Pay



2025

Breakthroughs that change patients' lives



Dear Valued Vendor,

Welcome to Pfizer. This reference guide aims to provide you with comprehensive information about the self-service tools that Pfizer offers to its vendors.

This guide includes instructions on how to:

- Enroll and navigate through the Pfizer AP Portal in **Taulia** to access information about your invoices and payments. For specific markets* that have Early Payment program enabled, vendors can request early payment on specific approved invoice at pre-negotiated discount rate.
- Enroll and submit a Source to Pay request through **Vendor Connect** where our Source to Pay (**S2P**) professionals will be able to help answer any questions you may have.
- Utilize the **SAP Business Network (once enrolled)** to receive POs and send invoices electronically.

Please note that Pfizer does not handle requests through email. If you have any questions and need help, make sure to submit your ticket through Vendor Connect.

Sincerely,
Source to Pay

* Currently, Taulia Early Payment program has been deployed to Belgium, Ireland, United States and Puerto Rico. UK will be added in first Quarter 2026.



Click on each option to access the content

Content

AP Portal - Taulia



➤ **Taulia** portal displays invoice details/status, and projected payment date.
This portal is available for all Pfizer vendors.
For specific markets*, vendor can request specific approved invoice for early payment at pre-negotiated discount rate.

Vendor Connect Portal



Vendor Connect Portal allows vendors to raise tickets to get support with Source to Pay related requests.
This portal is available for all Pfizer vendors.

SAP Business Network



The **SAP Business Network** is a platform vendors can leverage to receive POs and send electronic invoices.

* Currently, Taulia Early Payment program has been deployed to Belgium, Ireland, United States, and Puerto Rico. UK will soon be added in first quarter 2026.



Click on each option to access the content

AP Portal - Taulia

This portal is available for all Pfizer vendors.

[Enrollment process](#)

[Profile creation](#)

[Profile configuration](#)

[Home Screen – Vendor Portal](#)

[Invoice detailed Status](#)

[Payment Information](#)

[Request Early Payment](#)

[AP Portal – Taulia Link](#)

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Enrollment process

Go to the following link [Pfizer Supplier Portal | Taulia](#) and fill in the required information.

Once the information is submitted, an email will be sent to the registered email address with a unique invitation code for each vendor. Click **submit** to continue.

What Comes Next?

Enrollment
Enrolling in Taulia is straightforward and takes just a few minutes. If you have not received an invitation, please complete this form to receive an email invitation with a secure link to enroll. After filling out a few fields, you will immediately gain access and can start using Taulia right away.

Getting to Know the Taulia Portal
Transitioning to the Taulia Portal is quick and easy. Once you complete the enrollment process, adopting and using the portal is simple. Learn all about the portal from the resources linked at the bottom of this page.

Training
The Taulia Portal has an intuitive and user-friendly interface and we are confident you will be able to navigate through it with ease. However, if you do require additional assistance, there are many [self-service Support and Training options](#), including short [How-To Videos](#) and descriptive Help Text on every field.

Start the Enrollment Process

Company Name *

Company Address *

Country *

AR/Billing Contact Name *

AR/Billing Phone Number *

AR/Billing Email Address *

Pfizer PO Number (if any)

Submit

Already signed up? [Click here to log in](#)

Pfizer

Step 1: Enter Invitation Code Step 2: Create Account Step 3: Get Started

Signup for the Taulia Vendor Portal

Welcome!

Enter your invitation code below and click "Submit" to begin the signup process.

Your Invitation Code: or

Profile creation

Click on the link provided in the email invitation and complete the required information:

- Name
- Email
- Password (must have 8 digits between numbers, upper- and lower-case letters).
- Password confirmation
- Time zone
- Company size
- Industry
- Accounting system

Once the information is added please click on **Create your account**



Step 2 : Create an account

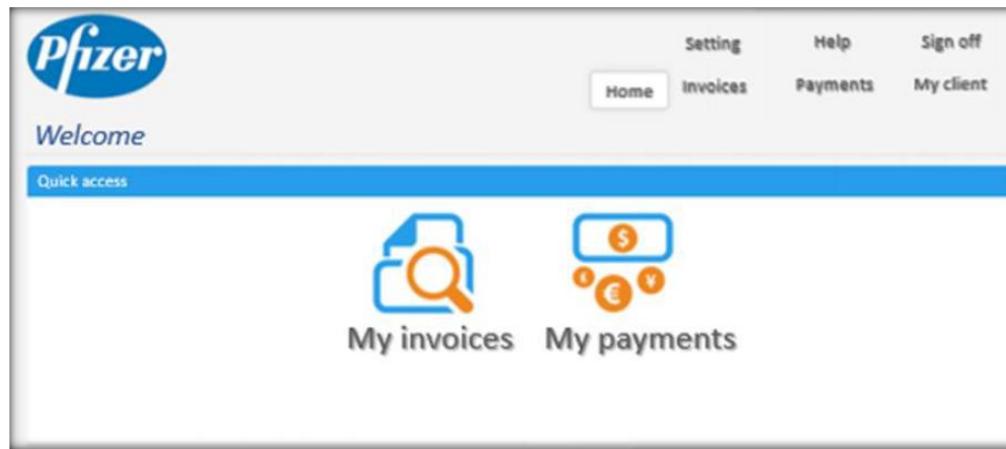
Verify your account and create your account

Verify your company	Create your account
Cyprus Association of Peadiatr Thasou 14, Rita Court 17-5th Floor Nicosia, CY 1087 CY (Chipre)	<input type="text" value="Cypus"/> <input type="text" value="Association of Peadiatr"/> <input type="text" value="supplierpizer+q1_257@gmail.com"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="button" value="Create your Account"/>

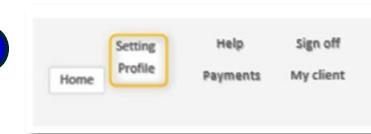
Profile configuration

Once your profile has been created, you will want to review the profile configuration. Click **Setting** and then **Profile**. This will allow you to change the language if a different language is preferred.

1



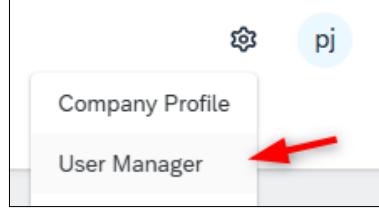
2



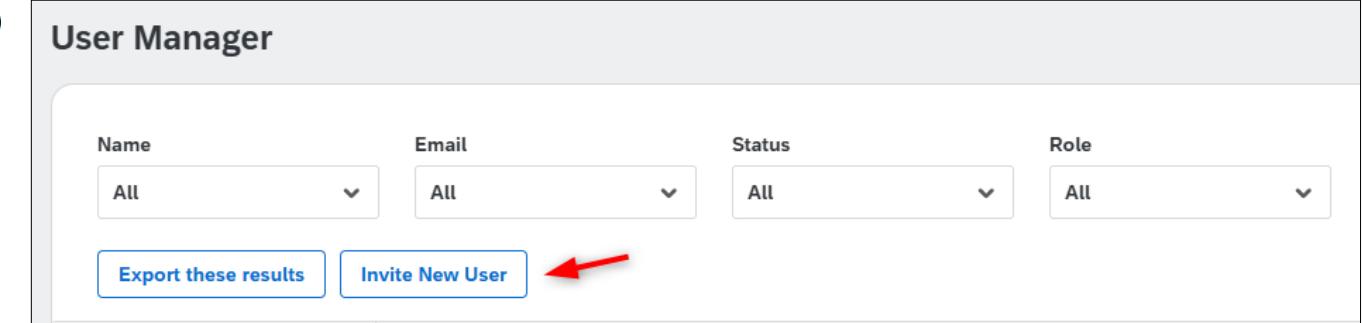
3

In the user manager section, the manager can give access to their employees in case they want to consult the payment information.

1



2

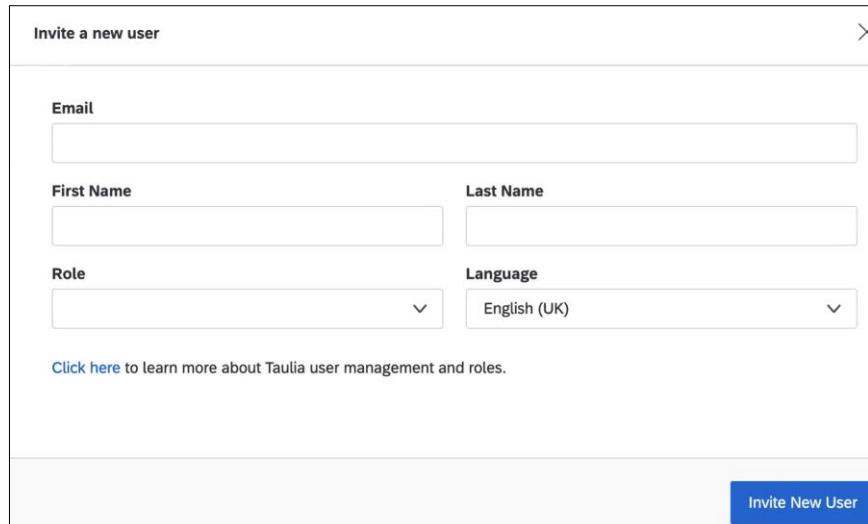


User Manager

Name	Email	Status	Role
All	All	All	All

[Export these results](#) [Invite New User](#)

3



Invite a new user

Email	
First Name	Last Name
Role	Language

Click [here](#) to learn more about Taulia user management and roles.

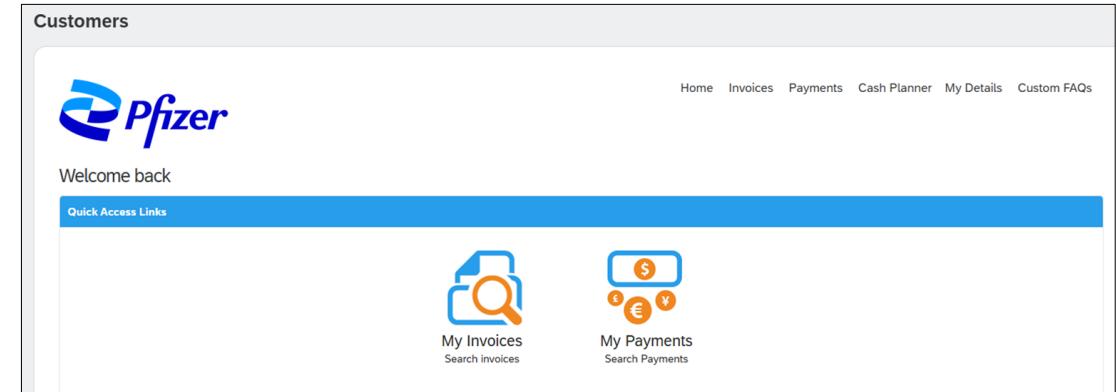
[Invite New User](#)

Fill out all the required information and click on **Invite New User**.

***Note: You must have an administrator user role to see User Manager option.**

Home screen – Vendor Portal

In the “My Invoices” tab, the vendor can see the invoices status and other information related with their invoices.



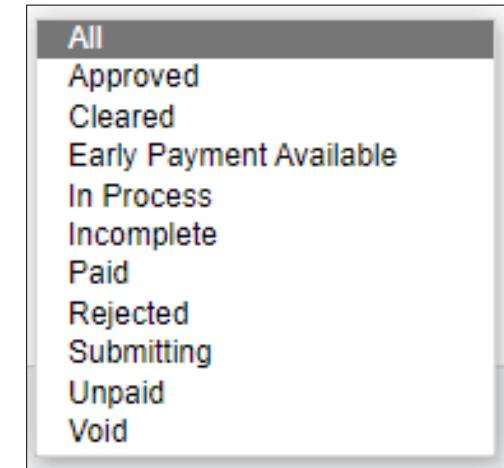
Invoices can be searched by:

- Invoice Number
- Purchase Order
- Invoices Status

Invoice status

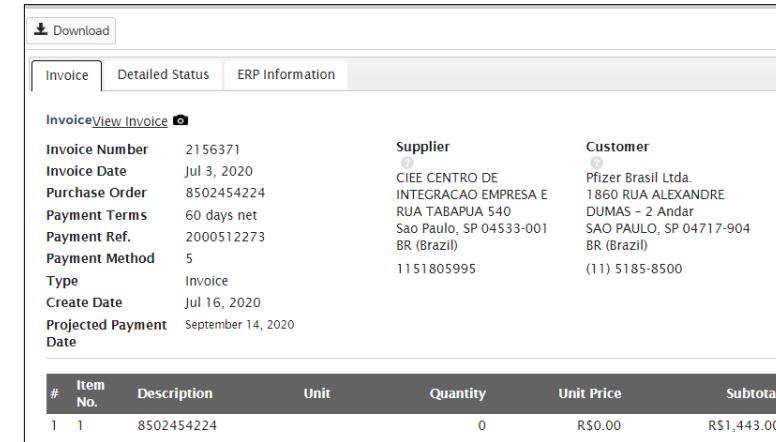
In our AP portal, you can reference the latest status of your invoice.

- **In Process:** The invoice is entered in your accounting system.
- **Approved:** There is no payment block on the invoice or vendor account and the invoice is fully approved in your third-party workflow tool.
- **Paid:** The invoice has been paid.
- **Rejected:** Invoice was rejected in the workflow.
- **Cleared:** An internal clearing transaction (other than payment) was used in our accounting system to offset the original invoice value.
- **Void:** Invoice was cancelled/reversed in our accounting system. This is usually to a processing mistake.



If you search for a specific invoice you can click on it to see more information.

- In the **Invoice** tab you can see invoice general information



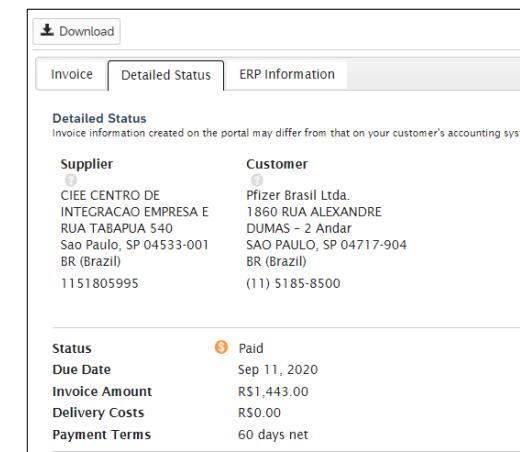
Invoice [View Invoice](#)

Invoice Number: 2156371
Invoice Date: Jul 3, 2020
Purchase Order: 8502454224
Payment Terms: 60 days net
Payment Ref.: 2000512273
Payment Method: 5
Type: Invoice
Create Date: Jul 16, 2020
Projected Payment Date: September 14, 2020

Supplier: CIEE CENTRO DE INTEGRACAO EMPRESA E
RUA TABAPUA 540
Sao Paulo, SP 04533-001
BR (Brazil)
Customer: Pfizer Brasil Ltda.
1860 RUA ALEXANDRE
DUMAS - 2 Andar
SAO PAULO, SP 04717-904
BR (Brazil)
(11) 5185-8500

#	Item No.	Description	Unit	Quantity	Unit Price	Subtotal
1	1	8502454224		0	R\$0.00	R\$1,443.00

- In the **Detailed Status** tab, you can find information such as the invoice status, due date, payment conditions and invoice amount.
- The projected payment date is the invoice approximate payment date



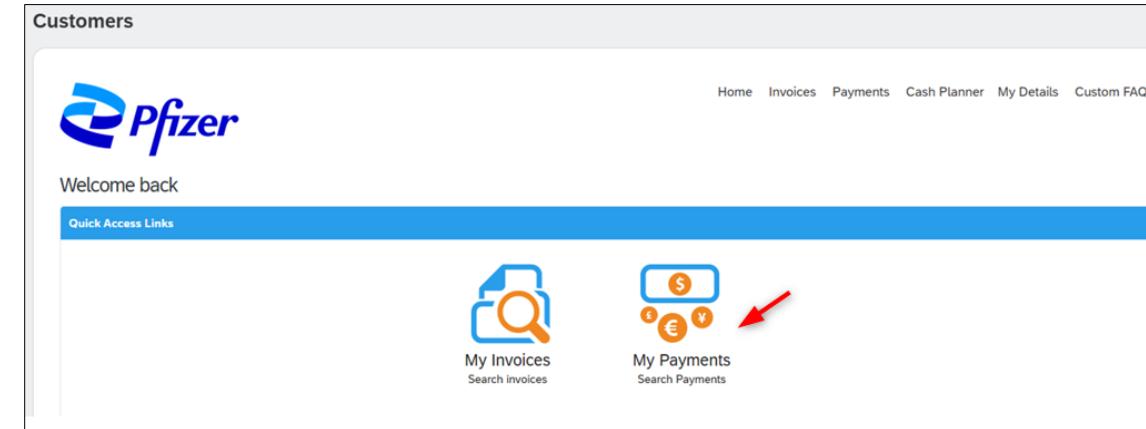
Detailed Status
Invoice information created on the portal may differ from that on your customer's accounting system.

Supplier: CIEE CENTRO DE INTEGRACAO EMPRESA E
RUA TABAPUA 540
Sao Paulo, SP 04533-001
BR (Brazil)
Customer: Pfizer Brasil Ltda.
1860 RUA ALEXANDRE
DUMAS - 2 Andar
SAO PAULO, SP 04717-904
BR (Brazil)
(11) 5185-8500

Status	 Paid
Due Date	Sep 11, 2020
Invoice Amount	R\$1,443.00
Delivery Costs	R\$0.00
Payment Terms	60 days net

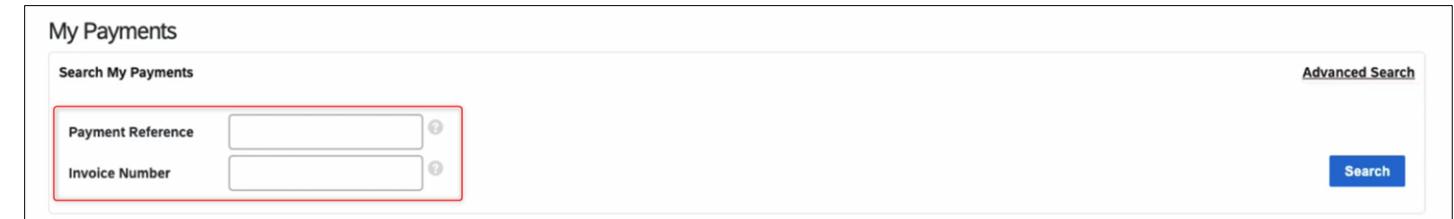
Payment information

In the **"My Payments"** section, vendors can access detailed information regarding their payments, including the payment date, reference, amount, check number if applicable, and other details.

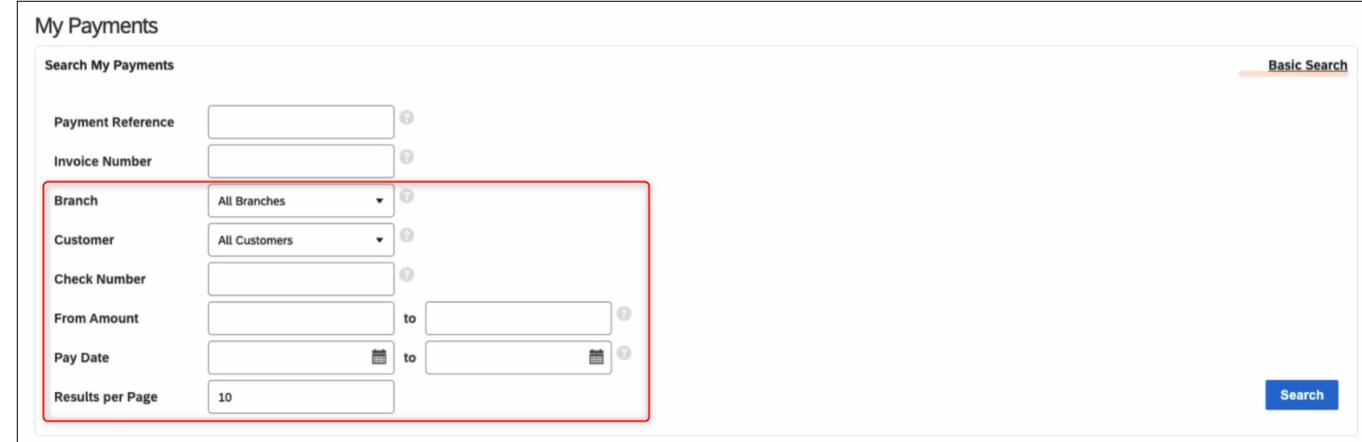


The basic search can be filtered by:

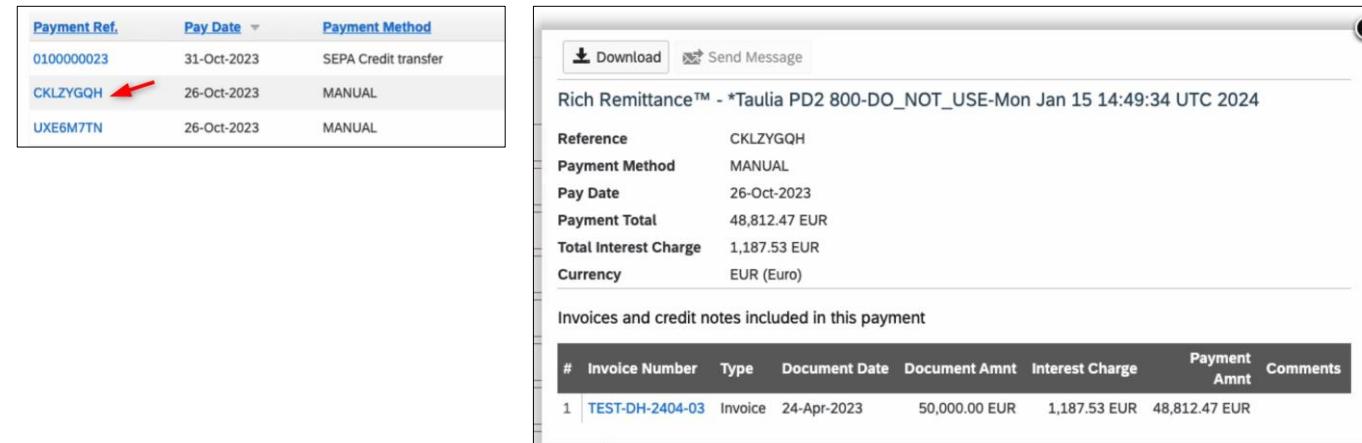
- Payment reference
- Invoice number



By clicking on “Advance Search”, the portal will allow vendors to add additional filters.

By clicking on the **payment reference number**, the portal will enable vendors to view all details associated with that payment reference, including the list of invoices paid within the same transaction.

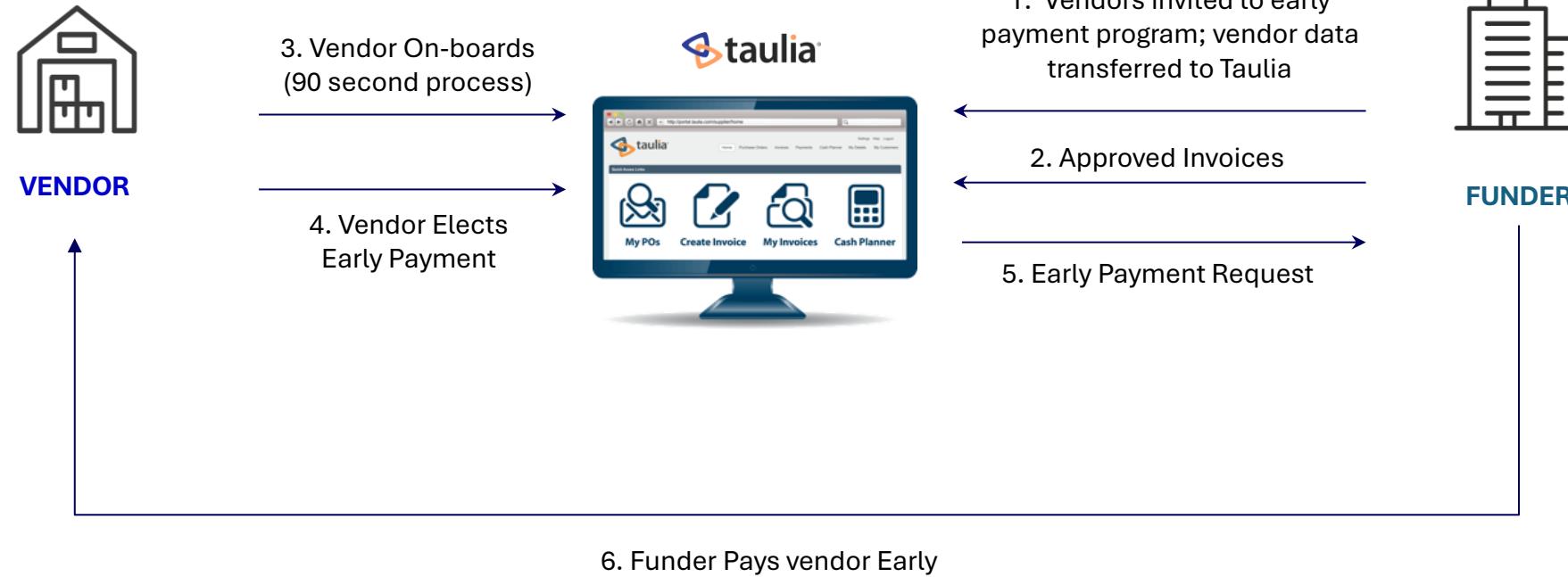


Payment Ref.	Pay Date	Payment Method
0100000023	31-Oct-2023	SEPA Credit transfer
CKLZYQHQ	26-Oct-2023	MANUAL
UXE6M7TN	26-Oct-2023	MANUAL

Reference	CKLZYQHQ
Payment Method	MANUAL
Pay Date	26-Oct-2023
Payment Total	48,812.47 EUR
Total Interest Charge	1,187.53 EUR
Currency	EUR (Euro)

#	Invoice Number	Type	Document Date	Document Amnt	Interest Charge	Payment Amnt	Comments
1	TEST-DH-2404-03	Invoice	24-Apr-2023	50,000.00 EUR	1,187.53 EUR	48,812.47 EUR	

Taulia Early Payment Operational Flow



Vendor is invited to early payment program. Taulia will reach out to the vendor to agree upon the annualized discount rate. Discount fee charged to vendors for the early payment will be calculated based on this agreed discount rate and days pay early.

Currently, Taulia Early Payment program has been deployed to Belgium, Ireland, United States, and Puerto Rico. UK will soon be added in first quarter 2026.

Vendors in Early Pay Program enabled markets will see a “pay be early” button next to approved invoices. To request early payment, vendor should click the “pay me early” button next to the applicable invoice.

If vendor does not see the early pay button, please contact PfizerWorkingCapitalTeam@pfizer.com to check eligibility.

Customers Demo - Best Run Company

Pfizer

My Invoices

Search My Invoices [Advanced Search](#)

Invoice Number: 

Purchase Order: 

Invoice Status: 

Showing 21-30 of 229 Unpaid Invoices

[Download List](#) 

Invoice #	Inv. Date	PO #	Due Date	Document Amount	Status	Payment	Actions
D5604240	Jan 14, 2024		Apr 13, 2024	\$6,530,860.08	Approved	 Pay Me Early	
S4607732	Jan 8, 2024		Apr 7, 2024	\$1,269,870.44	Approved	 Pay Me Early	
S4359730	Jan 8, 2024		Apr 7, 2024	\$381,739.80	Approved	 Pay Me Early	
D4337637	Jan 8, 2024		Feb 7, 2024	\$1,695.96	Approved	 Agreed	
S4359771	Jan 7, 2024		Apr 6, 2024	\$376,511.07	Approved	 Pay Me Early	
D4337679	Jan 7, 2024		Feb 21, 2024	\$3,510.77	Approved	 Agreed	
S4359810	Jan 6, 2024		Apr 5, 2024	\$371,282.34	Approved	 Pay Me Early	
D4337721	Jan 6, 2024		Apr 5, 2024	\$1,695.96	Approved	 Pay Me Early	

Next, vendor should select the payment date and click submit button to enter the early pay request. Discount fee calculation is available on screen for vendors to review before submitting the request. Early Payment will be issued at invoice amount less discount fee on the payment date selected by the vendor.

Pfizer

Home Invoices Payments Cashflow™ My Details Custom FAQs

Welcome back, Sarah.

Step 1: Review Invoice Details

Invoice Number	D0019843	Current Payment Terms
Invoice Amount	\$6,759,845.08	90 days net
Invoice Due Date	Apr 22, 2024	

Step 2: Select Early Payment Date

Select different dates to see different discount rates.

Early Payment Date	Feb 9, 2024
Days Accelerated	73
Discount Percentage	2.433%
Discount	\$164,467.03

February 2024						
Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

Early Payment Available - Request All

There are 46 invoice(s) available for you to accept. You can accept all 46 offer(s) by clicking the “Pay Me Early ALL” button.

Step 3: Review Offer and Submit Request

Early Payment Date	Feb 9, 2024
Original Invoice Amount	\$6,759,845.08
Discount Amount	-\$164,467.03
Payment Amount	\$6,595,378.05

Early Payment Offers Available

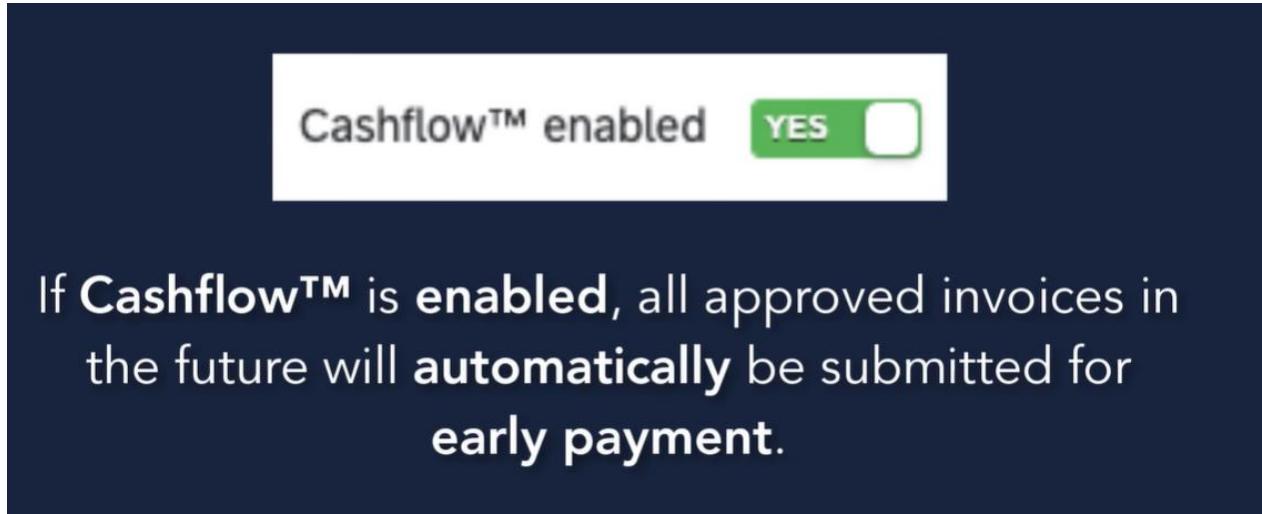
The following invoices are available for early payment.

Invoice #	Inv. Date	Amount	Status
D0019843	Jan 23, 2024	\$6,759,845.08	Approved

Cashflow

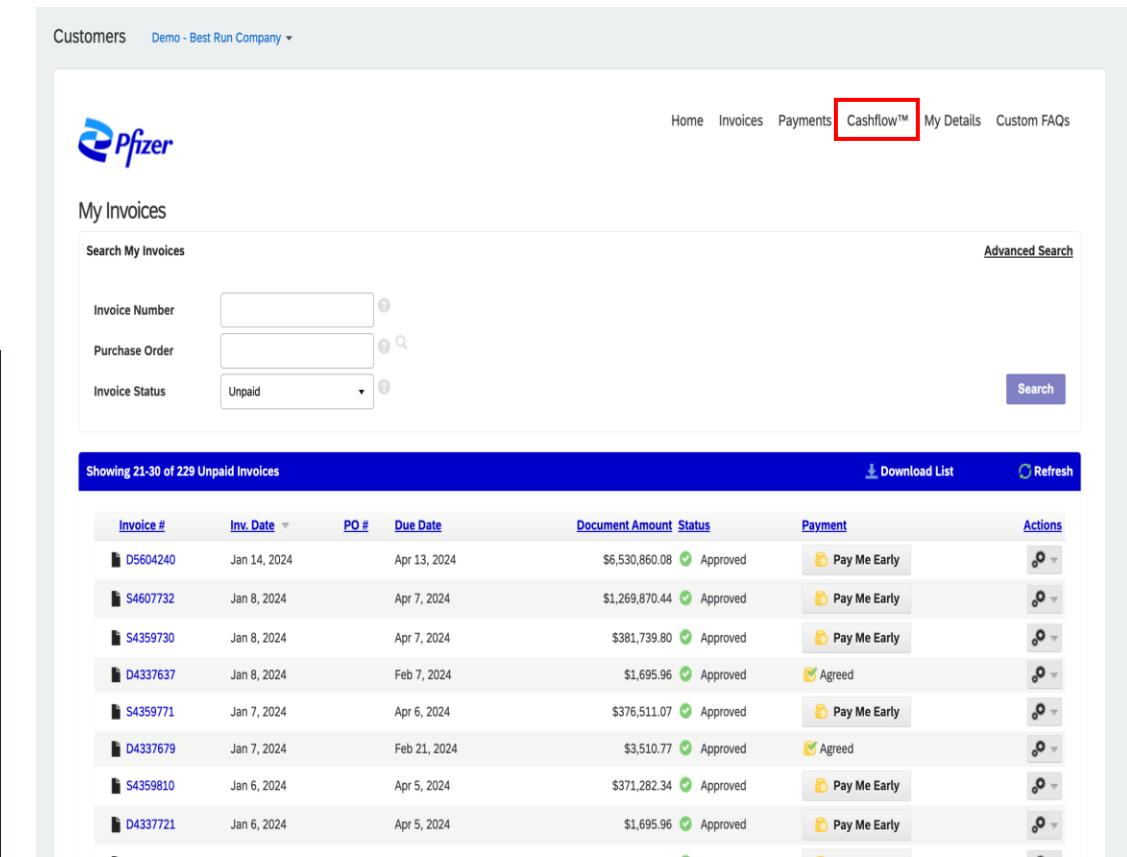
Taulia also offers an auto-discount functionality, referred to as “cashflow”.

If vendor enables ‘cashflow’ to yes, then every approved invoices will be automatically discounted and early paid to vendor based on the agreed discount rate. Vendor does not need to manually select and submit an invoice for early payment.



If **Cashflow™** is **enabled**, all approved invoices in the future will **automatically** be submitted for **early payment**.

Vendor can click the cashflow field on top of the page to enable cashflow.



A screenshot of the Taulia vendor portal. The top navigation bar shows "Customers" and "Demo - Best Run Company". The "Payments" tab is highlighted with a red box, and a hand cursor icon is positioned over it. Other tabs include "Home", "Invoices", "Payments", "Cashflow™" (highlighted), "My Details", and "Custom FAQs". Below the navigation is a section titled "My Invoices" with search fields for "Invoice Number", "Purchase Order", and "Invoice Status" (set to "Unpaid"). A "Search" button is also present. The main content area displays a table titled "Showing 21-30 of 229 Unpaid Invoices". The table has columns for "Invoice #", "Inv. Date", "PO #", "Due Date", "Document Amount", "Status", "Payment", and "Actions". Each row represents an invoice with a "Pay Me Early" button and a "More" button. The table is paginated with "Previous" and "Next" buttons at the bottom.

Invoice #	Inv. Date	PO #	Due Date	Document Amount	Status	Payment	Actions
D5604240	Jan 14, 2024		Apr 13, 2024	\$6,530,860.08	Approved	 Pay Me Early	
S4607732	Jan 8, 2024		Apr 7, 2024	\$1,269,870.44	Approved	 Pay Me Early	
S4359730	Jan 8, 2024		Apr 7, 2024	\$381,739.80	Approved	 Pay Me Early	
D4337637	Jan 8, 2024		Feb 7, 2024	\$1,695.96	Approved	 Agreed	
S4359771	Jan 7, 2024		Apr 6, 2024	\$376,511.07	Approved	 Pay Me Early	
D4337679	Jan 7, 2024		Feb 21, 2024	\$3,510.77	Approved	 Agreed	
S4359810	Jan 6, 2024		Apr 5, 2024	\$371,282.34	Approved	 Pay Me Early	
D4337721	Jan 6, 2024		Apr 5, 2024	\$1,695.96	Approved	 Pay Me Early	



Click on each option to access the content

Vendor Connect Portal

This portal is available for all Pfizer vendors. It allows them to raise any Source to Pay query or question they may have. Previews registration is required.

Please note that this Portal does not replace the current [AP Portal \(Taulia\)](#) for self-service in terms of invoice status validation, payments and purchase orders.

Enrollment process



Raising queries

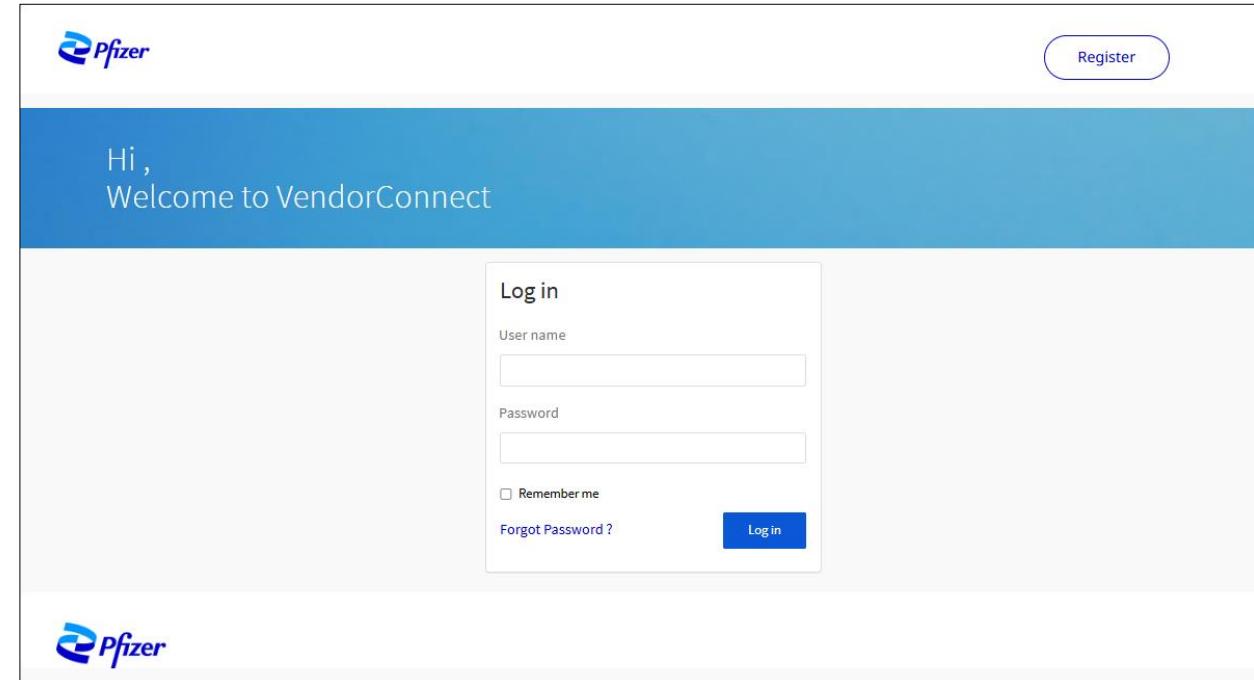
Reviewing case status

Vendor Connect Link

Back to main page

Enrollment process

Enter the official site by typing VendorConnect.pfizer.com in your browser or click on this link: [PFE P2P Copy of Login - Vendor Connect](#)



At the right top you will find the “Register” option.

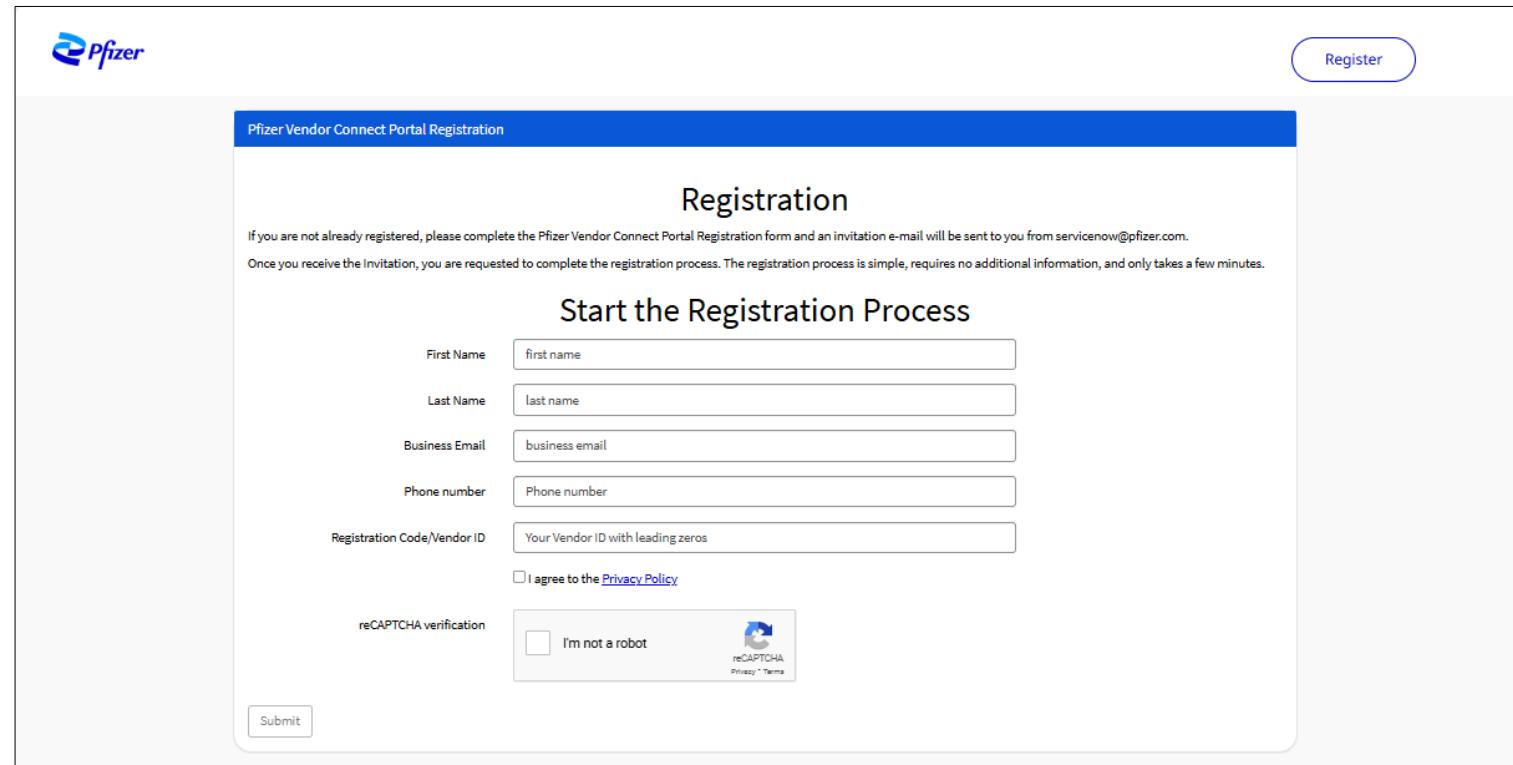
***Note:** Please note that this portal is only available in English.

[Register](#)

The enrollment process requires you to can provide the following relevant information:

- Name
- Last Name
- Business Email
- Phone Number
- Registration Code / Pfizer Vendor ID

(it must have 10 digits, if your Vendor ID was shared with only 6 or 7 digits, you must include it with leading zeros).



The screenshot shows the 'Pfizer Vendor Connect Portal Registration' page. The top navigation bar includes the Pfizer logo and a 'Register' button. The main section is titled 'Registration' and contains instructions for new users. Below this, a heading 'Start the Registration Process' is followed by five input fields: 'First Name', 'Last Name', 'Business Email', 'Phone number', and 'Registration Code/Vendor ID'. There is also a checkbox for agreeing to the 'Privacy Policy'. A reCAPTCHA verification box is present at the bottom. A 'Submit' button is located at the very bottom left.



When clicking on Privacy Policy a new window will be displayed so you can further validate the details without being redirected again to complete the enrollment data.

Once the relevant information has been Completed you may click on “Submit”. If the information is valid and correct, a short message will be displayed, and you will be redirected to Vendor Connect’s main page.

Your request has been submitted and is pending review. You will receive an email when your request is processed.

[Register](#)

Pfizer Vendor Connect Portal Registration

Registration

If You are not already registered, please complete the Pfizer Vendor Connect Portal Registration form and an invitation e-mail will be sent to you from servicenow@pfizer.com.
Once you receive the Invitation, you are requested to complete the registration process. The registration process is simple, requires no additional information, and only takes a few minutes.
Once an administrator is setup for your account you can additional read only, or administrative users to the account.

Start the Registration Process

First Name

Last Name

Business Email

Phone number

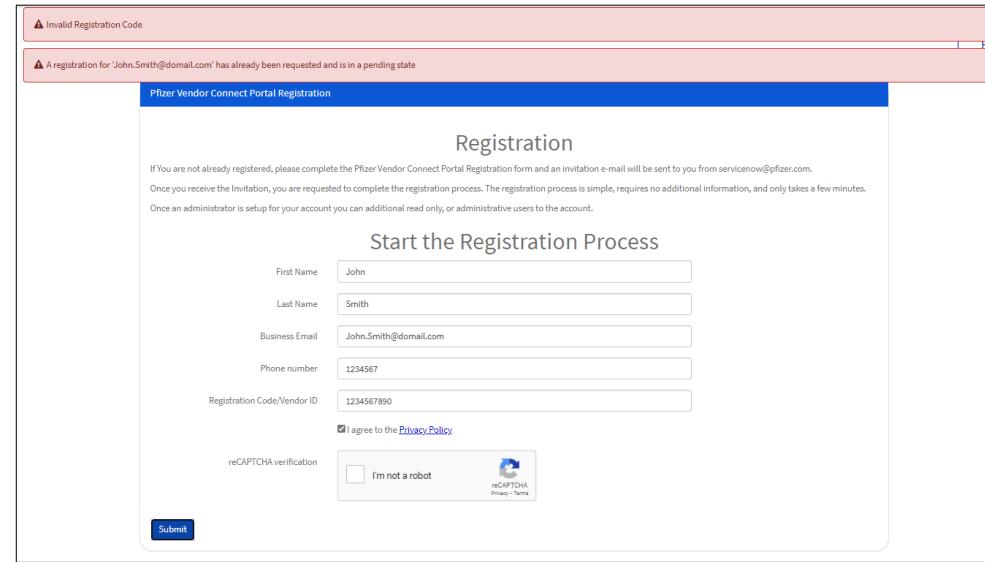
Registration Code/Vendor ID

I agree to the [Privacy Policy](#)

reCAPTCHA verification

[Submit](#)

Otherwise, if the information is incomplete or incorrect (considering the Vendor ID) or a duplicate registration is identified, the system will show an error message.



The screenshot shows the 'Pfizer Vendor Connect Portal Registration' page. At the top, there are two error messages: 'Invalid Registration Code' and 'A registration for 'John.Smith@domail.com' has already been requested and is in a pending state'. The main form is titled 'Registration' and contains fields for First Name (John), Last Name (Smith), Business Email (John.Smith@domail.com), Phone number (1234567), and Registration Code/Vendor ID (1234567890). It also includes a checkbox for agreeing to the Privacy Policy and a reCAPTCHA verification. A 'Submit' button is at the bottom.

Once the registration process has been completed, the request will be sent to the S2P approvers for their validation and approval. The request could be rejected if it does not meet the basic requirements internally established at Pfizer.



Once the registration process has been completed, the request will be sent to the S2P approvers for their validation and approval. The request can be rejected if it does not meet the basic requirements internally established at Pfizer.



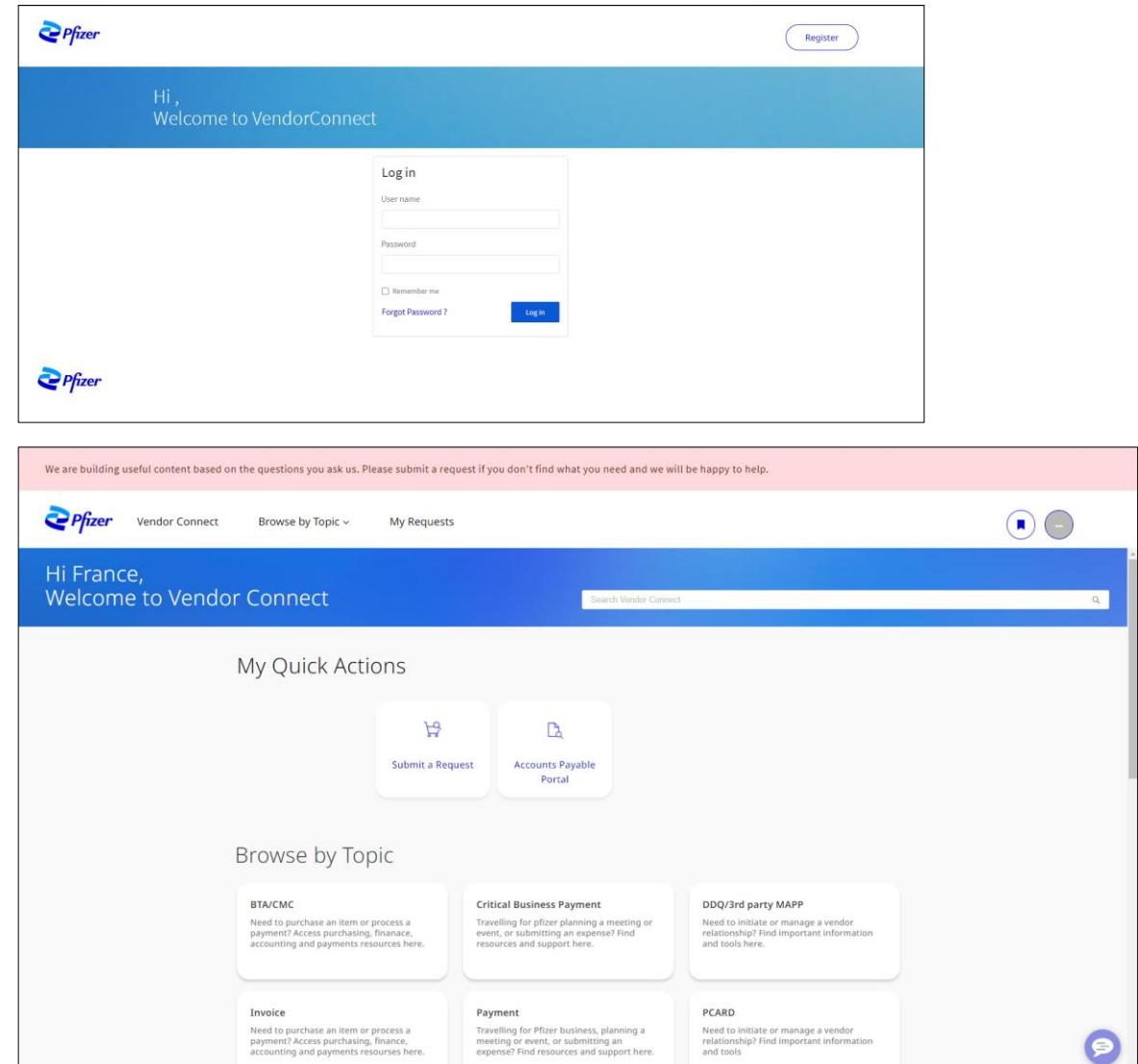
What should I do once my Access has been approved?

If your request has been approved, your credentials will be shared. They include a user ID (email address) and a password (we strongly suggest you validate the SPAM folder in case you don't see it in your inbox).

If you are facing issues with your Vendor Connect enrollment process, please feel free to ask for support via email at PfizerVendorConnectRegistration@pfizer.com

Note: This mailbox is not intended to assist with specific cases or S2P queries, just the enrollment process.

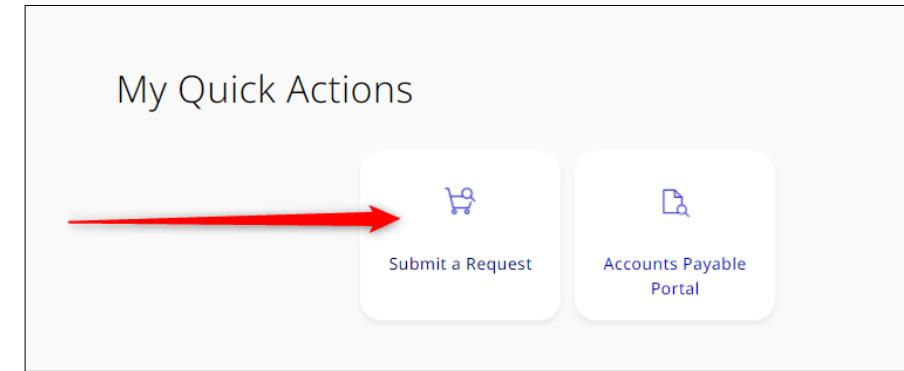
To raise a S2P query, you must click on “Submit a Request”.



The image shows two screenshots of the Pfizer Vendor Connect website. The top screenshot is the login page, featuring the Pfizer logo, a 'Hi, Welcome to VendorConnect' greeting, and a 'Log in' form with fields for 'User name' and 'Password', and links for 'Forgot Password?' and 'Log in'. The bottom screenshot is the homepage, showing a 'Hi France, Welcome to Vendor Connect' greeting, a 'Search Vendor Connect' bar, and a 'My Quick Actions' section with 'Submit a Request' and 'Accounts Payable Portal' buttons. Below this are 'Browse by Topic' sections for BTA/CMC, Critical Business Payment, DDQ/3rd party MAPP, Invoice, Payment, and PCARD, each with a brief description and a 'Find resources and support here' link. A small blue speech bubble icon is in the bottom right corner of the homepage.

Raising queries

To raise a S2P query, you must click on “Submit a Request”.



An easy form will be displayed and the “Requested for” field will be automatically populated based on your profile.

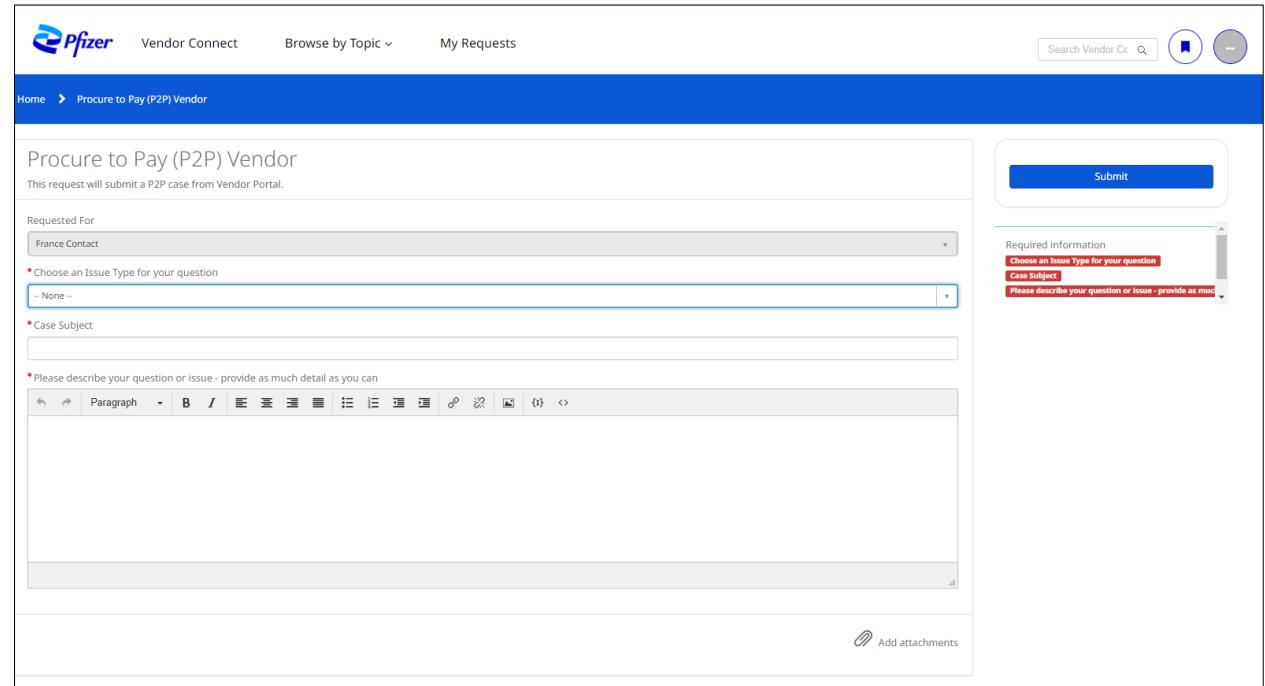


Requested For

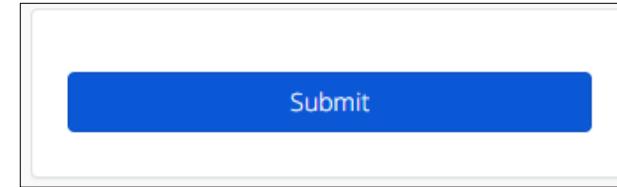
France Contact

Other fields that **must be completed** are:

- a. Choose an Issue type: choose an option from the drop-down menu based on what you think better describes the Issue you are dealing with:
 - Business Travel (BTA)/ Corporate Meeting Card (CMC)
 - Critical Business Payment
 - DDQ / 3rd Party MAPP
 - Invoice
 - Payment
 - Purchase Card (PCard)
 - Purchasing
 - Vendor Master Data
- b. Case Subject: provide a short description of the issue.
- c. Please describe your question or issue – provide as much detail as you can: you can use this field to provide all the details related to your case, as many as you deem necessary for the analysts to properly work on your case and provide the resolution. Screenshots can be also included here.
- d. Attachments: you can hit the clip icon to add files based on your needs.



When all the details have been completed, you can click on "Submit" to send the request through the portal.



A new window will show all the information related to your request.

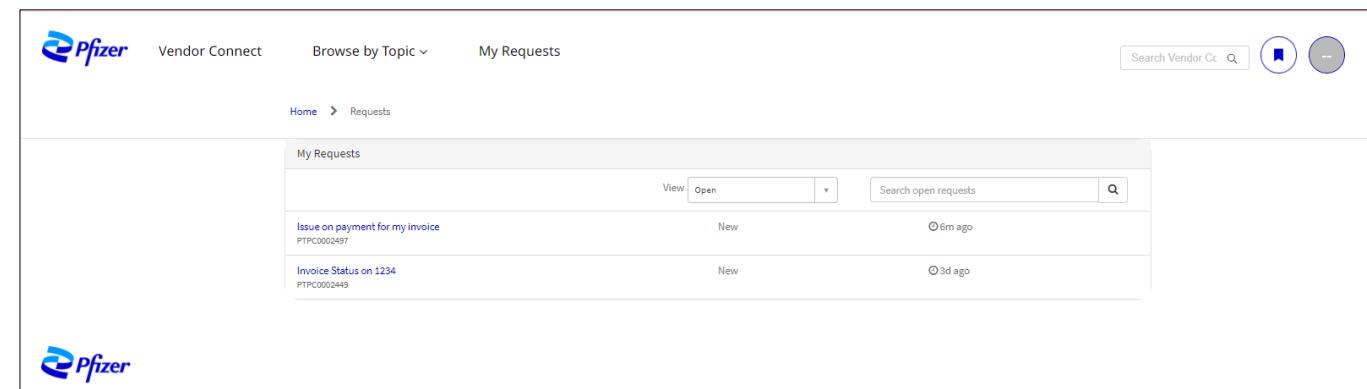


Reviewing the Case Status

Go to “My Requests” section at the top of the page.



A list of the cases will be displayed, by default you will see the ones in progress, however, that can be changed by selecting the “Close” option.

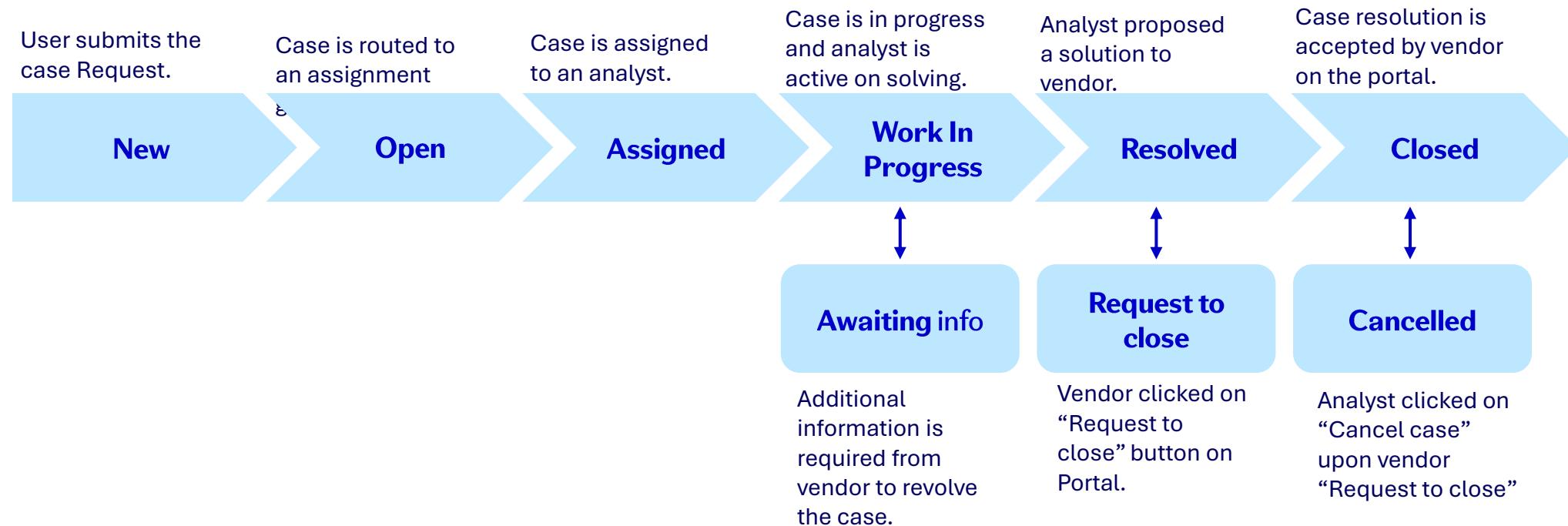


The screenshot shows the 'My Requests' page of the Vendor Connect system. At the top, there is a navigation bar with the Pfizer logo, 'Vendor Connect', 'Browse by Topic', and a 'My Requests' button, which is highlighted with a red box. Below the navigation bar, the page title is 'My Requests'. A breadcrumb navigation shows 'Home > Requests'. There is a search bar and two small circular icons on the right. The main content area displays two rows of cases. Each row contains a link, a status indicator ('New'), and a timestamp ('6m ago' or '3d ago').

Case Link	Status	Timestamp
Issue on payment for my invoice PTPC0002497	New	6m ago
Invoice Status on 1234 PTPC0002449	New	3d ago

Case status in Vendor Connect

There are different statuses a case can go through depending on the stage of the process it is in, and the action required by the vendor. Here is a brief description of each status:



Are vendors notified when the case is updated?

Vendor Connect portal allows you to have real-time updates and follow up on the different steps the S2P team is taking to resolve the issue. Email notifications are limited to the necessary and relevant ones when an action is required from your end as described here:

1. Case creation

An email notification is sent when the case has been created.

2. Awaiting information

If any missing information or additional details are required to resolve your case, then you will be asked to reply to the email notification including the details requested.

3. Awaiting information reminder

If no response has been received, the system sends a reminder by the third day.

4. Propose Resolution

Once the S2P team has identified a resolution you will receive an email with the proposed solution, you can click on the hyperlink to Access the Vendor Connect Portal where you will be able to accept or reject the resolution.

5. Auto Close

If an incident is waiting for your acceptance/rejection or response, for more than 5 days, the system will auto close the request with no option to get it re-opened.



Click on each option to access the content

SAP Business Network

This portal is available for enrolled vendors only.

Searching for Purchase Orders



Creating a PO flip invoice

Creating a credit note

Searching for Invoices

Invoice status description

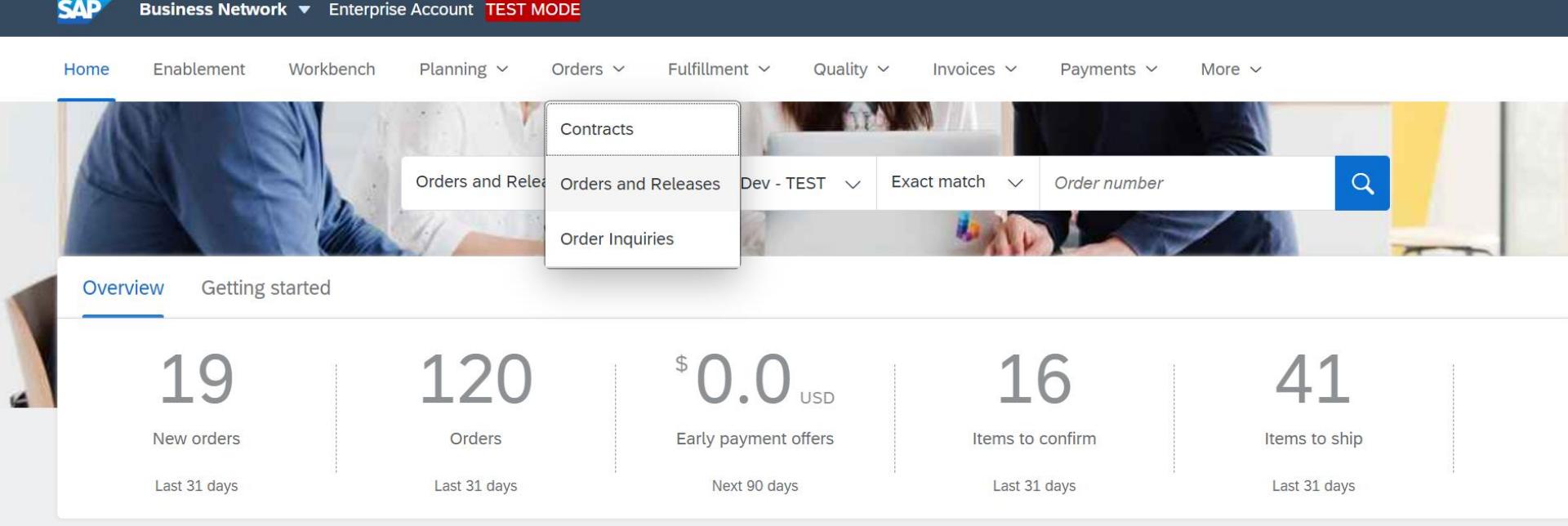
Notifications

SAP Business Network Link

Back to main page

Searching for Purchase Orders (POs)

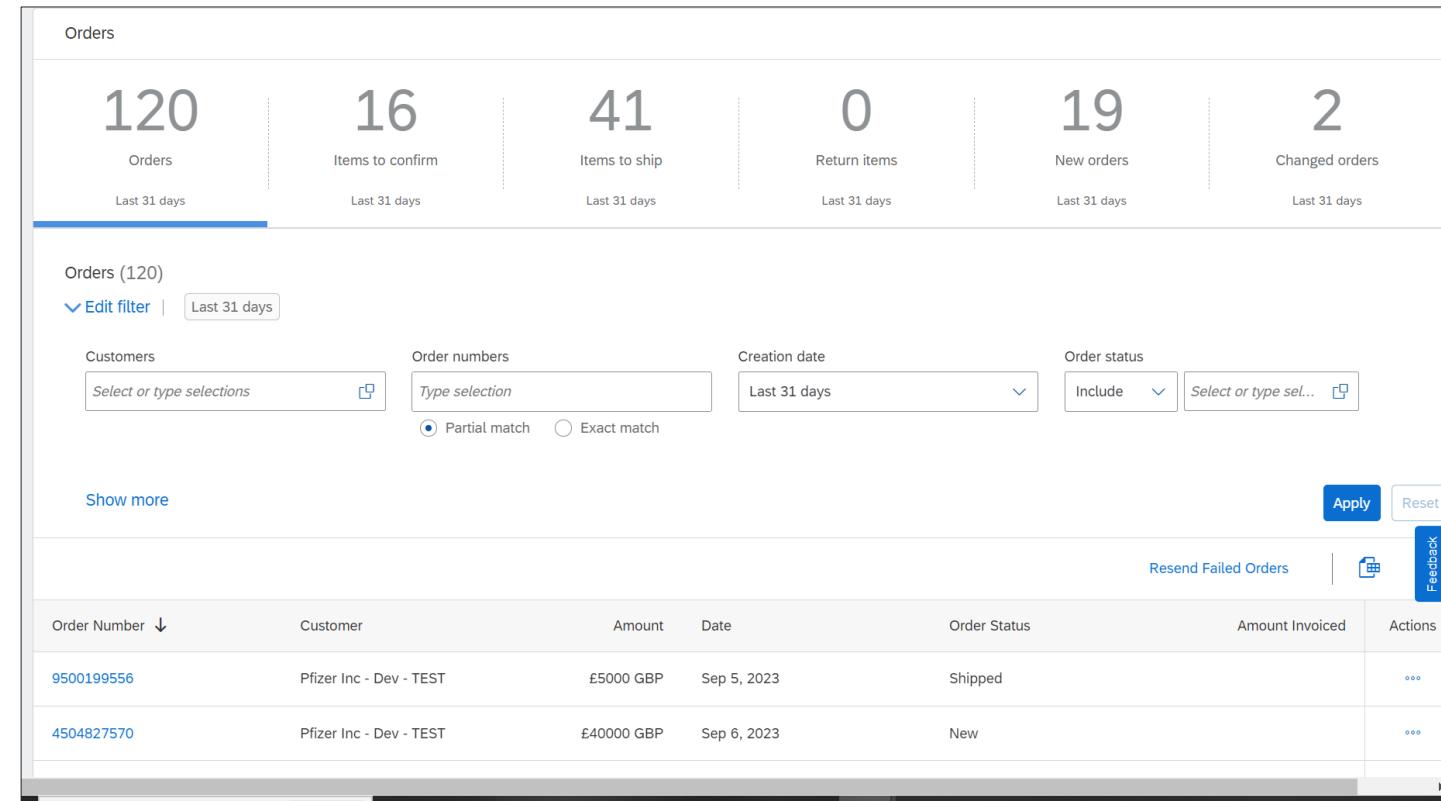
To search for a PO, please log into the SAP Business Network. Next, click the Orders tab and then choose Orders and Releases.



The screenshot shows the SAP Business Network homepage in TEST MODE. The top navigation bar includes links for Home, Enablement, Workbench, Planning, Orders, Fulfillment, Quality, Invoices, Payments, and More. A dropdown menu under the Orders link shows options for Contracts, Orders and Releases, Order Inquiries, and a search bar for Order number. The main content area displays five key metrics: 19 New orders (Last 31 days), 120 Orders (Last 31 days), \$ 0.0 USD Early payment offers (Next 90 days), 16 Items to confirm (Last 31 days), and 41 Items to ship (Last 31 days).

A summary of POs that have been dispatched to your account will display. To search for a specific PO, please type the PO number into the Orders number field, select Exact Search, and click search.

To view the PO details, click on the hyperlink listed as the PO to display.

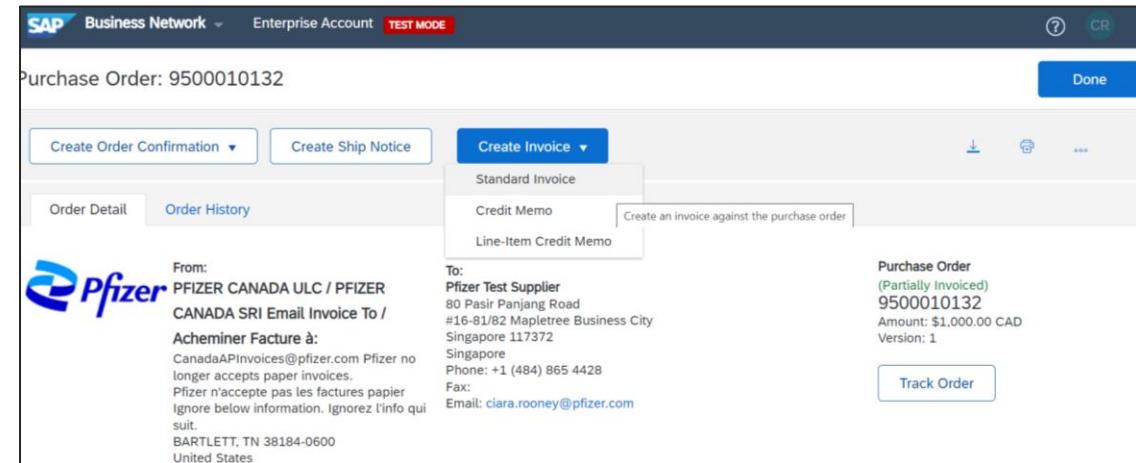


Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
9500199556	Pfizer Inc - Dev - TEST	£5000 GBP	Sep 5, 2023	Shipped		...
4504827570	Pfizer Inc - Dev - TEST	£40000 GBP	Sep 6, 2023	New		...

***Note: If you have access to view transactions by all customers you are connected to via the SAP Business Network, they will all be displayed together in this screen.**

Creating PO Flip invoices

To create a PO Flip Invoice, you will need to locate the PO to invoice against (see section above) and select to display the details. Once you have displayed the PO details you will click **Create Invoice** and then **Standard Invoice**.



Reminder: Please do not email PDF invoices if you are submitting invoices via PO Flip.



The information from the PO will display and you will need to complete the required fields. Please enter the Invoice #, select Invoice Date and select the option to apply Tax (if applicable) at the header level.

There are option fields that you can populate in the Additional Fields section.

Summary

Purchase Order: 9500010132

Invoice #:*

Invoice Date: 2 Nov 2023

Service Description:

Supplier Tax ID:

Remit To: Pfizer Test Supplier

Singapore
Singapore

Bill To: PFIZER CANADA ULC / PFIZER CANADA SRI
Email Invoice To / Acheminer Facture à:

BARTLETT, TN
United States

Tax (i)

Header level tax (i) Line level tax (i)

Shipping

Header level shipping (i) Line level shipping (i)

Ship From: Pfizer Test Supplier

Singapore
Singapore

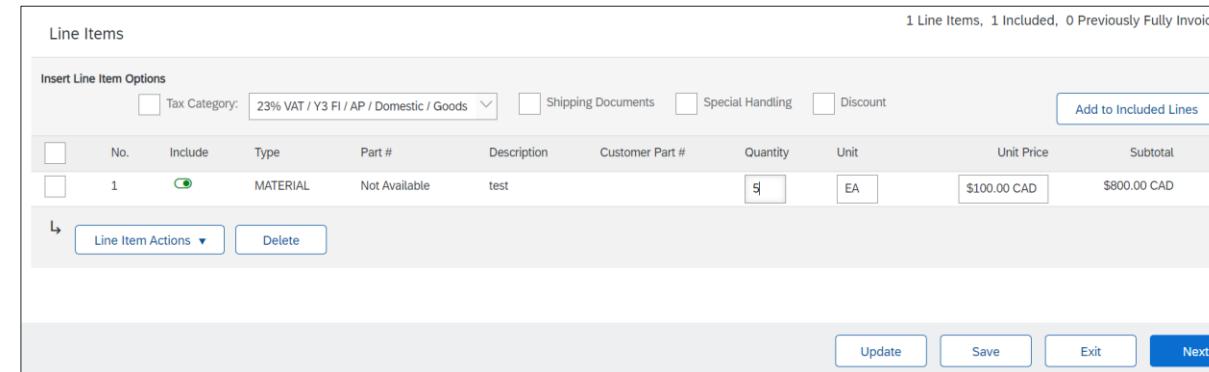
Ship To: Pfizer Brandon DC
BRANDON MB
Canada

Deliver To: Pavan Kumar Reddy, Peddireddy, Building: 77777, Room: 5555, Phone: 999999, Email: Test@ariba.co
Pfizer Brandon DC

[View/Edit Addresses](#)

***Note: Invoices may only be backdated by a maximum of 5 days.**

Next step is to scroll down to the Line Items section. This section will display all of the lines included in the PO. If there were multiple lines in the PO, then you may choose to remove any lines that should not be included in this invoice. You may update the price and quantity as appropriate.



Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

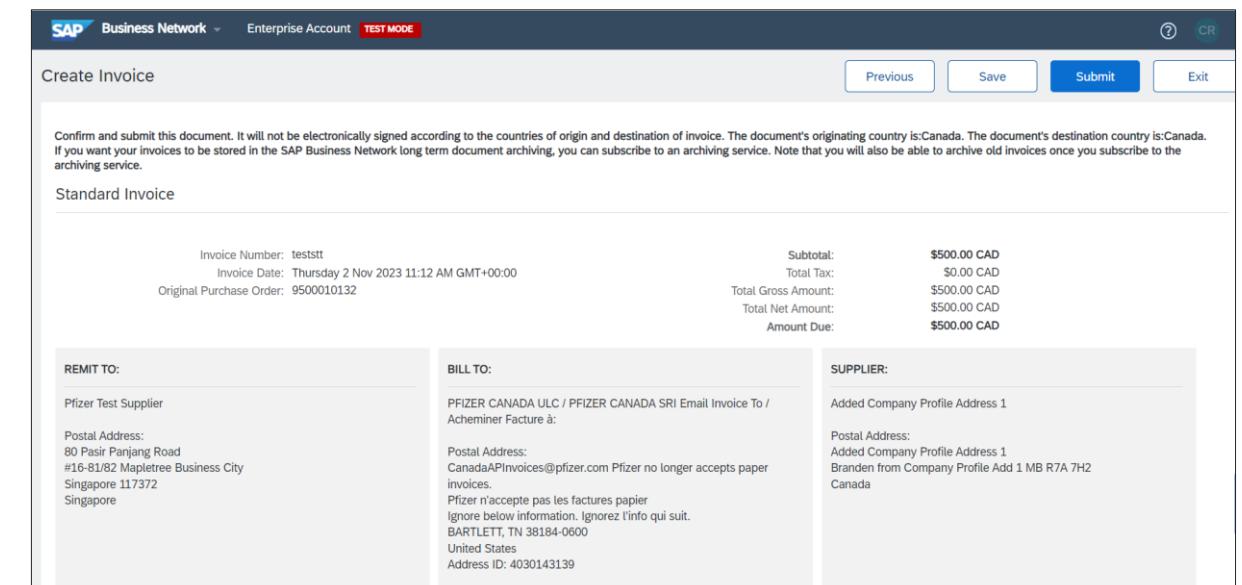
No. Include Type Part # Description Customer Part # Quantity Unit Unit Price Subtotal

<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	test	1	EA	\$100.00 CAD	\$800.00 CAD
--------------------------	---	-------------------------------------	----------	---------------	------	---	----	--------------	--------------

Line Item Actions Update Save Exit Next

If you need to include tax, please select the rate from the Tax Category section and then choose Add to Included Lines. Once you are happy with the details you provided click Update and then Next.

A summary of the data you populated will display. Please confirm the data before pressing Submit. If you need to change anything, click Previous and make the necessary updates.



SAP Business Network Enterprise Account TEST MODE

Create Invoice

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is Canada. The document's destination country is Canada. If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: testtt	Invoice Date: Thursday 2 Nov 2023 11:12 AM GMT+00:00	Subtotal: \$500.00 CAD
Original Purchase Order: 9500010132	Total Tax: \$0.00 CAD	Total Gross Amount: \$500.00 CAD
	Total Net Amount: \$500.00 CAD	Amount Due: \$500.00 CAD

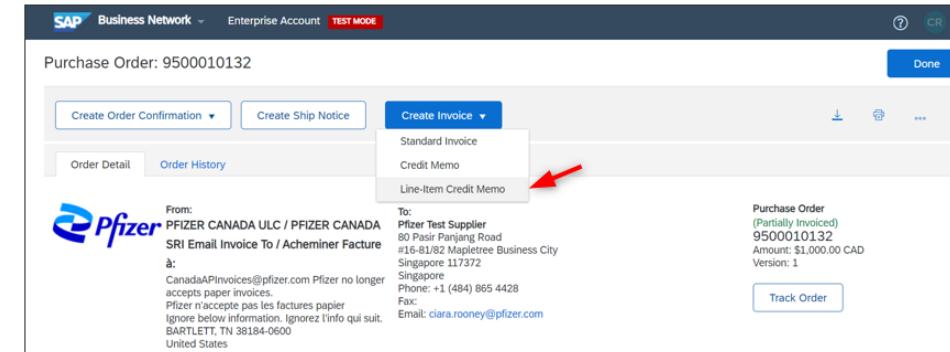
REMIT TO:
Pfizer Test Supplier
Postal Address:
80 Pasir Panjang Road
#16-81/82 Mapletree Business City
Singapore 117372
Singapore

BILL TO:
PFIZER CANADA ULC / PFIZER CANADA SRI Email Invoice To / Achemimer Facture à:
Postal Address:
CanadaAPIvoices@pfizer.com Pfizer no longer accepts paper invoices.
Pfizer n'accepte pas les factures papier
Ignore below information. Ignorez l'info qui suit.
BARTLETT, TN 38184-0600
United States
Address ID: 4030143139

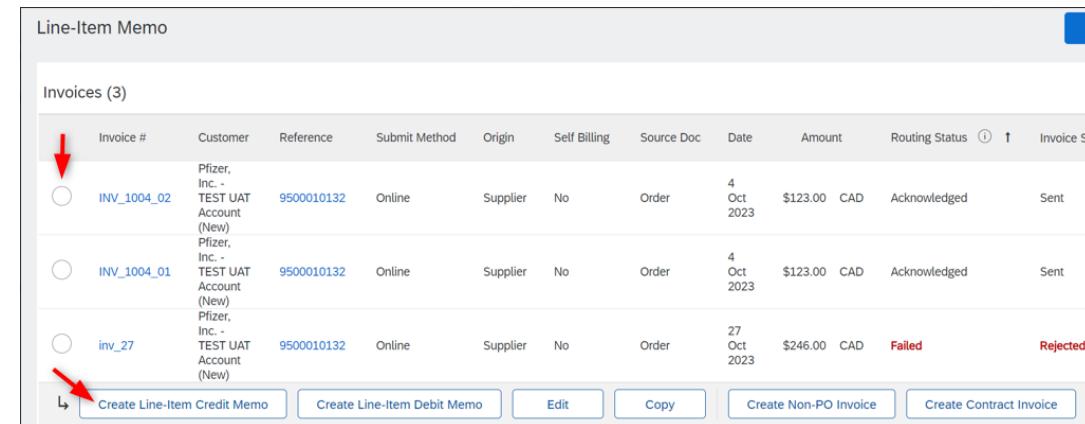
SUPPLIER:
Added Company Profile Address 1
Postal Address:
Added Company Profile Address 1
Branden from Company Profile Add 1 MB R7A 7H2
Canada

Creating Credit Notes

To create a Credit Note, you will need to locate the PO to issue the credit against (see Searching for Purchase Orders section for steps) and select to display the details. Once you have displayed the PO details you will click **Create Invoice** and then **Line-Item Credit Memo**.

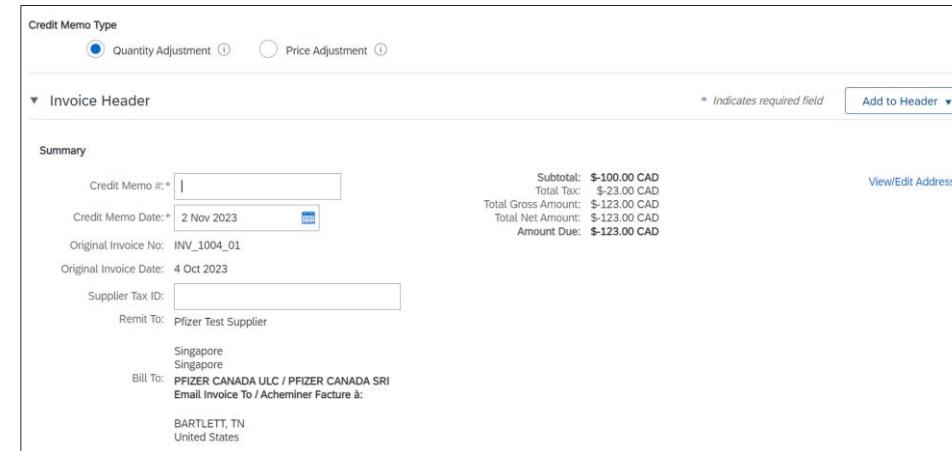


Invoices previously submitted against this PO via the SAP Ariba Business Network will display. Select the invoice you wish to credit and then choose **Create Line-Item Credit Memo**.

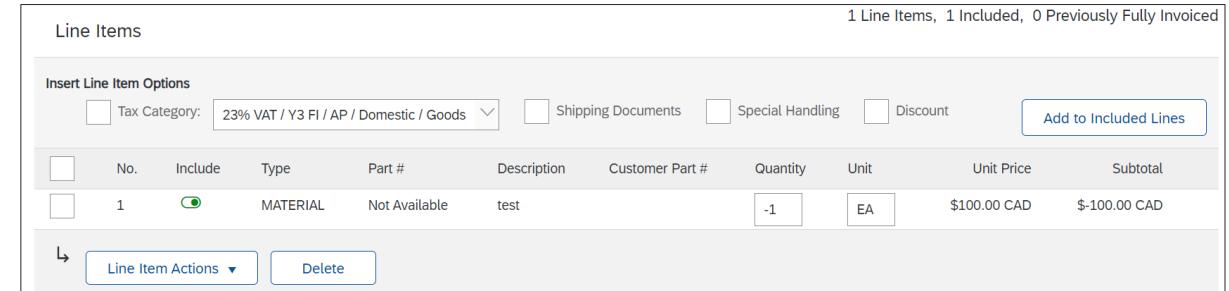


Reminder: You cannot credit invoices that failed the initial validation as these did not make it into Pfizer's AP system.

Select if you are submitting a **Quantity Adjustment** or **Price Adjustment**. You will need to enter the **Credit Memo #** and select the **Credit Memo Date**.



Scroll down to the **Line Items** section. You will see a negative value in the Quantity field or Price field depending upon your previous selection.

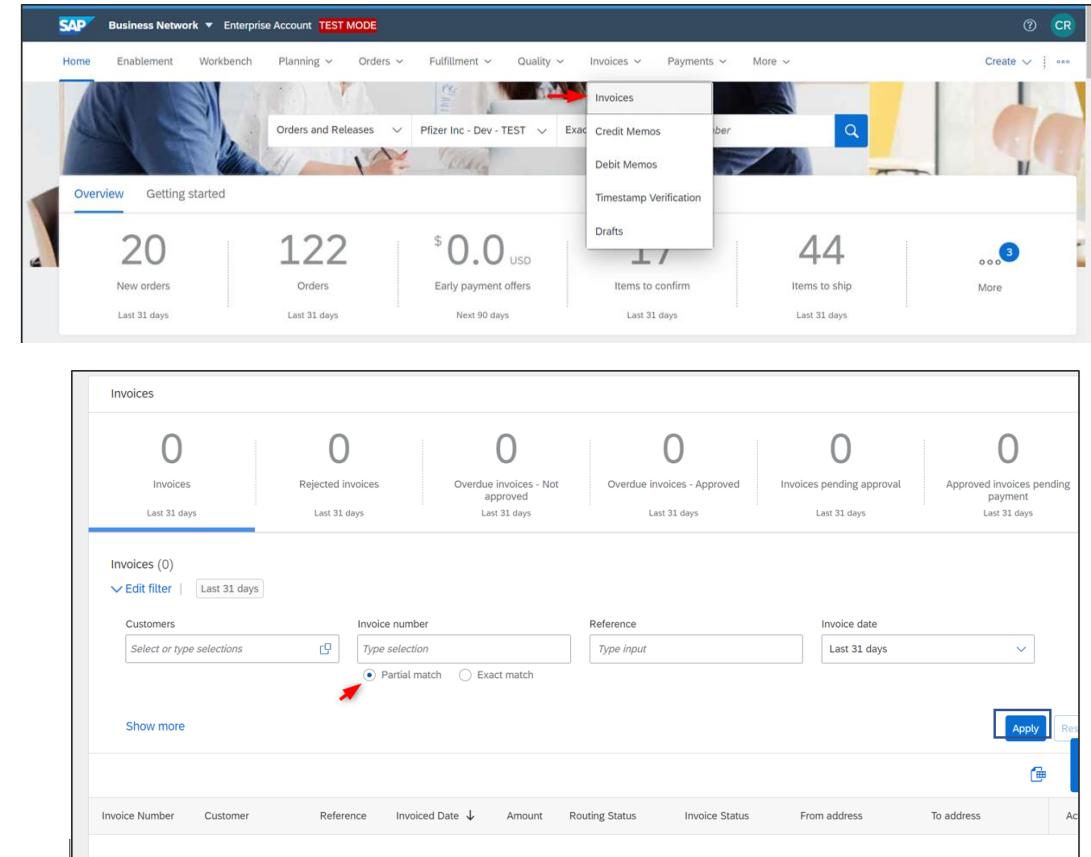


Update the price/quantity as appropriate. Once you have completed the updates, click **Update** and **Next**. A summary of the data you populated will display. Please confirm the data before pressing **Submit**. If you need to change anything, click **Previous** and make the necessary updates.

Searching for Invoices

If you wish to search for an invoice that you or your colleague submitted to Pfizer in the SAP Business Network, please click on the **Invoices** tab, and then choose **Invoices**.

A summary of any recent invoices you submitted via the SAP Business Network will display. You can search for a specific invoice number by typing the invoice number into the **Invoice number** field, select **exact match**, and then **apply**.



The SAP Business Network interface displays a dashboard with various metrics and a navigation bar. The 'Invoices' tab is highlighted with a red arrow. Below the dashboard, a search results page for invoices is shown, with a red arrow pointing to the search field and the 'Exact match' option selected.

***Note: You will not be able to use this to search for invoices submitted to Pfizer outside of the SAP Business Network. (Please review section [Taulia/AP Portal](#) for guidance).**

Invoice Status Description

After invoice submission, you will be able to review your invoice status:

- Acknowledged:** Invoice was received in the platform, and it matches with a valid Pfizer order.
- Paid:** Disbursement was executed for this invoice.
- Rejected:** Invoice was not accepted in the platform.

Invoices (1)

[Edit filter](#) |

Suppliers Invoice number Type selection

Partial match Exact match

[Apply](#) [Reset](#)

[Resend](#)

<input type="checkbox"/>	Supplier	Invoice Number	Invoiced Date	Type	Invoice Status	Status change date	Routing Status	Reference	Amount	Actions
View all invoices										
<input type="checkbox"/>	Vendor Name	I20556866014	Oct 23, 2024	Standard Invoice	Paid	Jan 20, 2025	Acknowledged	9500691553	\$2138.45 USD	...

Your invoice status is *Rejected*?

Most common reasons for an invoice to be rejected are:

- **Invoicing a PO that is not available in the SAP Business Network.**

This occurs if the original PO was sent to the vendor by email and not the SAP BN or trying to invoice a PO from a different SAP BN account*

- **Invoicing an invalid PO.**

This occurs if the PO has been typed incorrectly, or it may occur if the attempt is to invoice an on-Premise PO to BOD account*

- **Invoicing a line that does not exist on PO.**

This occurs when an invoice is created referencing a line that is not on the PO*

- **Invalid sequencing of invoice line numbers.**

This occurs when the invoice does not have the invoice lines in order*

- **Invoice is rejected in Process Director (PD).**

Process Director is the internal system that Pfizer users access invoices to resolve any outstanding issues. Should the invoice be rejected in PD, the rejection reason will show blank in SAP BN

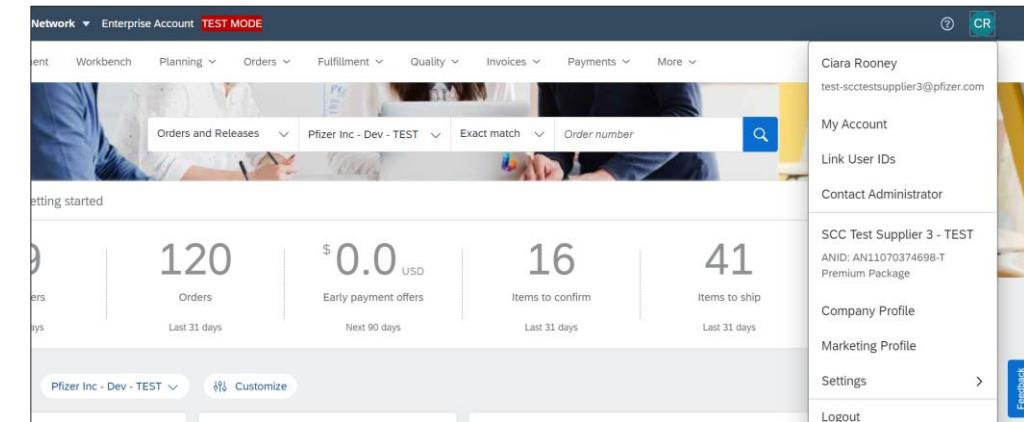
***Note: Reason is just applicable for CSV and cXML vendors.**

In addition, Pfizer recommends obtaining the most up to date status for your invoices by accessing our [Taulia/AP Portal](#)

If additional support is required, please use [Vendor Connect](#) to submit a ticket.

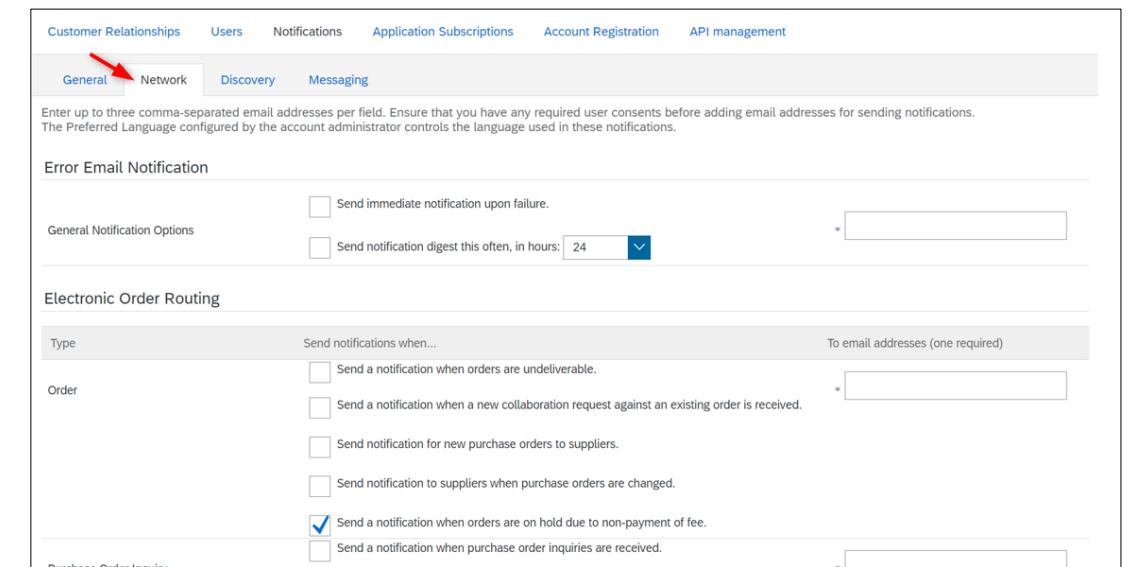
Notifications

To update the notifications in your SAP Business Network account, click the initials (located in the top right-hand corner of the screen), choose **Settings**, and then choose **Notifications**:



Click **Network** to see what notifications relating to POs and Invoices can be updated.

Select the notifications you wish to enable by clicking on the check box (located to the left of each of the notifications) and then enter in the email address of the person (or shared mailbox) who should be notified. You need to include **at least one email address**, but can include up to a maximum of three, each separated by a comma.



Electronic Invoice Routing Notifications

We would advise that vendors check the first notification – “Send a notification when invoices are undeliverable or rejected” in the Electronic Invoice Routing section. This notification alerts vendors if an invoice has failed to make it into Pfizer’s account or indeed if the invoice has been rejected by the system.

Electronic Invoice Routing		
Invoice Failure	<input type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	*
Invoice Status Change	<input type="checkbox"/> Send a notification when invoice statuses change.	*
Invoice Created Automatically from Receipts	<input type="checkbox"/> Send a notification when an invoice is automatically created from a goods receipt.	*
Invoice Created Automatically from Service Sheets	<input type="checkbox"/> Send a notification when an invoice is automatically created from a service sheet.	*
Invoice conversion (Supported formats: .pdf, .png, .jpg)	<input type="checkbox"/> Send a notification when the invoice conversion fails.	*
	<input type="checkbox"/> Send a notification when the status of the template changes.	*
	<input type="checkbox"/> Send a notification when an invoice is set for manual submission after conversion.	*

The notification “Send a notification when invoice statuses change” will alert vendors each time the status on the invoice changes i.e., when you successfully send an invoice first, the status will be sent; then this may update to be acknowledged; then approved etc. The system may send at least three or four notifications per invoice, should this be enabled.

If additional support is required, please use [Vendor Connect](#) to submit a ticket.