



Working for a healthier world™



Pfizer Canada
Supplier Guide &
Briefing Document

Attention:

- *Billing Department*
- *Credit Department*
- *Corporate Comptroller*
- *Sales Department*

April 2007





What is in this Guide

<i>Pfizer in Canada</i>	
Operating groups	1
What we do	1
<i>I Introducing Global Financial Shared Services</i>	
Pfizer is transforming its finance functions.....	2
<i>II Key Changes Impacting You</i>	
Overview of changes impacting you	
A. Address and Contact Changes	3
B. Invoicing Instructions	4
C. Payments.....	4
<i>III Questions?</i>	4

Pfizer in Canada

Pfizer Canada is the Canadian operation of New York-based Pfizer Inc, the world's largest pharmaceutical company. Established in Canada since 1953, Pfizer has three operating units in Canada:

- Pfizer Global Pharmaceutical (PGP)
- Pfizer Animal Health (PAH)
- Pfizer Global Manufacturing (PGM)

Current Canadian facilities include:

Pfizer Canada - Global Pharmaceuticals & Pfizer Canada - Animal Health

17300 Trans-Canada Highway
Kirkland, Quebec H9J 2M5

Pfizer Canada - Global Manufacturing

365 Madawaska Blvd.
Arnprior, Ontario K7S 3K2

40 Centennial Road
Orangeville, Ontario L9W 3T3

Distribution Centres

919 - 28th Street North East
Calgary, Alberta, T2A 7X1

2400 Skymark Avenue, Unit 3
Mississauga, Ontario, L4W 5L7

What We Do

Pfizer's mission is to discover and develop innovative medicines and other products to improve the health and quality of life of people and animals around the world.

Pfizer Global Pharmaceuticals markets innovative prescription medicines in a wide range of therapeutic areas, including arthritis, cardiovascular disease, endocrinology, infectious disease, mental health, neurological disease, oncology and ophthalmology.

Pfizer Animal Health aims to help protect the health of pets and farm animals and the productivity of livestock by offering a broad range of medicines, vaccines and feed supplements for companion animals—dogs, cats, and horses—and livestock, including beef and dairy cattle, sheep, poultry, and swine.

Pfizer Global Manufacturing is responsible for the manufacturing and distribution of high-quality Pfizer human and animal health products. In Canada there are two manufacturing sites, Arnprior and Orangeville, both in Ontario.

I. Introducing Global Financial Shared Services

Pfizer is currently engaged in a company-wide transformation of finance which includes the centralization of key accounting and finance functions to regional Financial Shared Services centres. In Canada, this integrated initiative requires changes to a variety of systems, processes and tools including the implementation of Oracle and adoption of new business processes with the Global Financial Shared Services – Americas unit located in Memphis, Tennessee.

On May 28th, 2007 Pfizer Canada will be migrating to its new financial shared services model and its Oracle-based financial system.

Ultimately, the changes resulting from this global financial initiative will help Pfizer increase its agility, improve operational efficiency and better align its resources and processes with business and customer needs by

- Reducing the global cost of financial systems and processes
- Ensuring more seamless financial compliance
- Enabling improved financial analysis
- Increasing financial responsibility and accountability across Pfizer
- Continuing to improve the reliability and fluidity of Pfizer's Supply Chain

Some of the changes impact you, our supplier.

The purpose of this document is to provide you with all the necessary information to ensure a seamless transition to the new financial landscape, which goes into effect May 28th, 2007.

II. Key Changes Impacting You

As a result of this global financial initiative, on May 28th 2007, Pfizer Canada will be changing to a new banking institution, migrating to an Oracle-based system, and introducing new financial and distribution processes. For our vendors and suppliers this will mean permanent changes in:

- A. Address and contact changes
- B. Invoicing Instructions
- C. Payments

II. Key Changes Impacting You

A. Address & Contact Changes:

As part of Pfizer's efforts to centralize its financial processes, **the Accounts Payable function for Canada will be moving** to Pfizer Global Financial Shared Services located in Memphis, Tennessee. This means a change in where you call and where you send your invoices:

1. New Accounts Payable Hotline

Effective May 28th, telephone enquiries regarding payment status should be directed to **1.866.220.6405**. Please have your invoice information available prior to calling.

2. New Invoicing Address

If you currently send invoices to:	As of May 21st, 2007 send invoices to:
Pfizer Canada Global Pharmaceuticals; and Pfizer Animal Health P.O. Box 800 Pointe-Claire-Dorval, Quebec, Canada	Pfizer Canada Inc. PO Box 341827 Bartlett, TN 38184 -1827 USA
Pfizer Canada – Global Manufacturing 2400 Skymark Avenue, Unit 3 Mississauga, Ontario, L4W 5L7	Pfizer Canada Inc. PO Box 341827 Bartlett, TN 38184 -1827 USA
Pfizer Canada - Global Manufacturing 365 Madawaska Blvd. Amprior, Ontario K7S 3K2	No change
Pfizer Canada - Global Manufacturing 40 Centennial Road Orangeville, Ontario L9W 3T3	No change

B. Invoicing Instructions

In order to ensure continued prompt and accurate payment of all invoices submitted by your company, please review the following invoicing instructions:

- Your invoice must specify:
 - invoice number, date, terms
 - your complete company name and payment address
 - quantities, unit prices, extensions and a final Net Amount Due (before any discounts)
 - Pfizer Canada Inc. in the address
- The Purchase Order Number and/or Project Number must be included on each invoice if issued against an approved Purchase Order or Project.
- If an invoice is issued without a Purchase Order, a Pfizer contact name is required.
- **Please be aware that an invoice cannot be paid without either a PO number or a Pfizer employee contact name. Any invoices missing this information will be returned immediately.**

C. Payments

Pfizer will not pay from monthly statements, only from an original invoice, in accordance with negotiated terms and conditions.

As a part of the transformation of financial services, you will see a **new look to both our purchase orders and cheques.**

A remittance advice is attached with our cheque which identifies items paid by invoice number, date, and amount.

We appreciate your support and patience for any minor delays that may be encountered during a brief period of transition as we transfer from our current financial system to the new Global Financial Shared Services.

III. Questions?

If you have questions regarding your invoices:

- **Prior to May 28th**, please contact the Pfizer Canada Sourcing Department at **1.514.426.7014**
- **After May 28th**, please contact **1.866.220.6405**. Please have your invoice information available prior to calling.
- **Please refer to the Supplier page on www.pfizer.ca for further information and updates.**