

June 30, 2014

ACTION REQUIRED: Effective date of change August 25, 2014



Dear Valued Supplier,

Beginning August 25, 2014 Zoetis will be moving to a new ERP system (SAP) for **Belgium, Netherlands, and Luxembourg**. Because your company will be impacted by the system transition, we wanted to make you aware of some key dates and changes to our processes.

Please note that other Zoetis locations, scheduled to transition to the new system at a later date, will remain on the current systems beyond August 25. **In the event that your company conducts business with locations remaining on the current systems as well as locations moving to the new ERP system, you will receive two different purchase order formats.** Pay close attention to your purchase order to determine the accurate billing information and process.

Key Dates

As we need to close our existing systems in preparation for transition, please note the following dates:

Date	Description
August 8th to September 5th	<ul style="list-style-type: none">• Please submit invoices in a timely manner for goods delivered or services rendered prior to August 8th• Invoices received during this period will not be available on Zoetis' Accounts Payable Invoice Inquiry website (i-Supplier), and will be posted and scheduled for payment once this time period elapses.
August 15	<ul style="list-style-type: none">• New purchase orders will be suspended for the sites moving to the new ERP system.
August 25	<ul style="list-style-type: none">• Purchase orders will resume for the sites moving to the new ERP system.• Invoices that were received after August 8th will be posted after this period

We appreciate your support and patience for any minor delays that may be encountered during this brief period of transition.

Key Changes

The following changes will be in effect on August 25, 2014 for all Zoetis locations that will be migrated to the new ERP system:

1. Purchase Orders (PO)

- The PO format will change, and be sent via the Ariba Supplier Network, email or fax. Please see the attached sample.
- The PO number format will change to a 10-digit, all numeric format as follows:
 - 44XXXXXXXXXX
 - 45XXXXXXXXXX
 - 46XXXXXXXXXX

2. Invoices

To ensure prompt and accurate payment of all invoices submitted by your company, please review the following instructions:

- Your invoices to Zoetis **must** specify:
 - Invoice number, date, your complete company name and payment address, quantities, unit prices, tax, extensions and a final net amount due (before any discounts)
 - Zoetis 'Send Invoice To' legal name and address
 - Items purchased against a PO must clearly reference the applicable PO number on the invoice
 - Only one PO can be referenced on an invoice
 - Invoices that do not reference a PO must include a Zoetis contact name and email address
 - VAT Registration Number (if applicable)

Note: Any invoice without a PO number or the name/email address of a Zoetis colleague will NOT be processed and will be rejected.

- Send your invoices directly to Zoetis Accounts Payable. Do not mail your invoices to other Zoetis locations unless specifically instructed to do so.
- For your convenience, Zoetis Accounts Payable now offers three options for submitting invoices:
 - **eMail address:** ZFSEurope.invoices@zoetis.com

Email requirements:

- Only one attachment
 - Must be TIFF or PDF format
 - Only for PO related invoices
 - Do not put additional information in the body of the mail
- **Fax number:** +1.484.324.4619

- **Postal Mail ("Send Invoice To" address indicated on the PO):**

Zoetis Polska Sp. z o.o.
ul. Postępu 17B
02-676 Warszawa

- **eInvoicing via the Ariba Supplier Network**

Zoetis utilizes the Ariba Supplier Network (ASN) for electronic PO and invoice submission, our preferred method for receiving invoices. Contact Zoetis_AN_Admin@zoetis.com or go to the Ariba website at <http://knowledge.ariba.com/KAAcontent/1,,80194,00.html> for additional information on the ASN.

Note to eInvoicing Suppliers: If you are already participating in Zoetis' e-invoicing initiatives, please do not send invoices to Accounts Payable.

3. Material Numbers

- Material number format will change to a non-intelligent numbering system for most types of items including raw, intermediate and finished goods and services.
- For an interim period, plant maintenance and local packaging items may retain existing material numbers with an additional prefix.
- Material number format will change to an all numeric 8-digit format as follows:
 - 10xxxxxx (Finished Products)
 - 20xxxxxx (Service Materials)
 - 30xxxxxx (Literature and Marketing Materials)
 - 40xxxxxx (Raw Materials and Semi-Finished Products)
 - 50xxxxxx (Packaging Material)
 - 60xxxxxx (Maintenance and Operating Supplies)
 - 70xxxxxx (Spare Parts)
 - 80xxxxxx (Operating Supplies)

Contact Information

1. Contacting Zoetis Accounts Payable

Before you contact Accounts Payable, please note:

- Allow ten (10) days from sending your invoice to Accounts Payable for the invoice to be received, prepared, routed and processed.
- Check the status of your invoices or payments at Zoetis' enhanced Accounts Payable Inquiry website at supplier.ariba.com.
- E-mail Accounts Payable at ZFS_P2P_Warsaw@zoetis.com

With Zoetis' NEW Accounts Payable Inquiry website, all users will need to register for account activation:

- Visit supplier.ariba.com.
- Select Register to begin the quick and easy Registration process.
- Follow Registration steps and Associate your Vendor ID to your Account.
- **Note:** When you submit an invoice, if we have your email address recorded in our supplier database and you are not registered with Ariba, you will receive an email with instructions on how to register to view statuses of your invoice, payment schedules, and remittance data

2. Contacting Zoetis Procurement

- Inquiries regarding details on your PO should be addressed to the Procurement Specialist listed at the bottom of your PO.

We appreciate your support and patience.

Regards,

Global Procurement & Operations
Zoetis Financial Solutions (ZFS)

Example of new PO format for Zoetis sites moving to the new ERP system for direct materials.

- #1 – Invoice To Address /Bill To – Send your invoice directly to this address unless directed otherwise.
- #2 – PO Number
- #3 – VAT Registration Number
- #4 – Procurement Contacts – please address any PO questions to the contact at the bottom of the PO.



PURCHASE ORDER
Bon de Commande

Zoetis Belgium S.A.
rue Laid Burniat 1
Louvain-La-Neuve BE-1348

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PO Number N° du bon De	450001474
PO Date Date du bon de	16.05.2014

#2

Vendor Fournisseur		Invoice to address Envoi facture: #1		Ship To Address Livraison			
ZOETIS SUPPLIER 123 Campus Dr Omaha US-68117-1414		Zoetis Belgium S.A. Attn: Zoetis Financial Services (ZFS) Ul. Postapu 17B 02-676 Warszawa		Louvain La Neuve 1 Rue Laid Burniat Louvain La Neuve BE-1348 #3			
Incoterms/Condition de livraison		DAP/Delivered At		VAT Registration Number/TVA		BE000000000	
Payment Terms/Conditions de paiement		Net due in 60 days		Country of Final Destination/Pays de destination finale			
Line Item Ligne	Zoetis Material Number N° produit	Description Désignation	Delivery Date Date Livraison	Quantity Quantité	UOM Unité	Unit Price Prix Unitaire	Net Value Prix Total
1	40000000	EMULSIGEN SOL	25.07.2014	100.000	L	5,000.00	500,000.00 USD
		Manufacturer Part Number N° produit du fournisseur					
		Your Material Number Votre N° de produit					
		Manu Load ID No Manu Load ID No-FR					
Total Po Value						500,000.00	USD
Valeur totale du bon de commande							


NOTICE: ZOETIS' PURCHASE ORDER TERMS & CONDITIONS ARE APPLICABLE TO THIS PURCHASE ORDER AND ARE INCORPORATED HEREIN BY REFERENCE. SUCH TERMS & CONDITIONS CAN BE REFERENCED ONLINE AT <http://www.zoetis.com/supplier-information>
IF YOU ARE UNABLE TO ACCESS THE WEBSITE, CONTACT PURCHASING OR PREPARER AT THE NUMBER SHOWN

#4

Zoetis Buyer
zoetisbuyer@zoetis.com

Example of new PO format for Zoetis sites moving to the new ERP system or indirect goods and services (Ariba).

- #1 – Invoice To Address /Bill To – Send your invoice directly to this address unless directed otherwise.
- #2 – PO Number
- #3 – Procurement Contacts – please address any PO questions to the contact at the bottom of the PO.



Zoetis Belgium S.A.
rue Laid Burniat 1
Louvain-La-Neuve BE-1348

PURCHASE ORDER Bon de Commande

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Purchase Order No	4600002752
Purchase Order No-FR	
Purchase Order Date	26.06.2014
Date du bon de commande	

Vendor Fournisseur	Invoice to address Envoi facture:	Ship To Address Livraison
ZOETIS SUPPLIER 123 Campus Dr Omaha US-68117-1414	Zoetis Belgium S.A. Attn: Zoetis Financial Services (ZFS) Ul. Postepu 17B 02-676 Warszawa	Zoetis Belgium S.A. 14 Ikaroslaan Zaventem BE-1930
Incoterms	DAP/Delivered At	
Netto 30 dagen	Net due in 60 days	

Line Item Ligne	Zoetis Material Number N° produit	Description Désignation	Delivery Date Date Livraison	Quantity Quantité	UOM Unité	Unit Price Prix Unitaire	Net Value Prix Total
1		Testing Material	08.06.2014	1.000	AU	500.00	500.00 EUR
	Manufacturer Part Number N° produit du fournisseur Your Material Number Votre N° de produit Manu Load ID No Manu Load ID No-FR						
Total Po Value						500.00	EUR
Valeur totale du bon de commande							

Delivery To/Alexandra Chopova

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IF YOU ARE UNABLE TO ACCESS THE WEBSITE, CONTACT PURCHASING OR PREPARER AT THE NUMBER SHOWN

Ariba Buyers
ZoetisAribaBuyer@zoetis.com