

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 **Singapore and Indonesia**. 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"><li>• Please submit invoices in a timely manner for goods delivered or services rendered prior to August 8<sup>th</sup></li><li>• 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.</li></ul>
August 15	<ul style="list-style-type: none"><li>• New purchase orders will be suspended for the sites moving to the new ERP system.</li></ul>
August 25	<ul style="list-style-type: none"><li>• Purchase orders will resume for the sites moving to the new ERP system.</li><li>• Invoices that were received after August 8<sup>th</sup> will be posted after this period</li></ul>

**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:
  - 44XXXXXXXXX
  - 45XXXXXXXXX
  - 46XXXXXXXXX

## 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
  - GST Registration Number (if applicable)
  - Foreign currency invoices issued to Zoetis Singapore requires the SGD equivalent and exchange rate to be clearly stated on invoices.

**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:**

Singapore: [Singapore.invoices@zoetis.com](mailto:Singapore.invoices@zoetis.com)

Indonesia: [Indonesia.invoices@zoetis.com](mailto:Indonesia.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:**

Singapore – +1.656.512.5069

Indonesia – +1.484.324.4620

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

Zoetis  
108 Pasir Panjang Road #04-02, Golden Agri Plaza  
Singapore 118535

- **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](mailto: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.

## **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](http://supplier.ariba.com).
- E-mail Accounts Payable at [DL-SG\\_PAYABLES@ZOETIS.COM](mailto:DL-SG_PAYABLES@ZOETIS.COM)

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

- Visit [supplier.ariba.com](http://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 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.



## PURCHASE ORDER

Zoetis Singapore Pte. Ltd.  
108 Pasir Panjang Road, Golden Agri Plaza  
Singapore SG-118535

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Purchase Order No	4600002751
Purchase Order Date	26.06.2014

#2

Vendor	Invoice to address	Ship To Address
ZOETIS SUPPLIER 123 Campus Dr Omaha US-68117-1414	Zoetis Singapore Pte. Ltd. Zoetis Accounts Payable 08 Pasir Panjang Road #04-02 Golden Agri Plaza	Zoetis Singapore Pte. Ltd. 108 Pasir Panjang Road Singapore SG-118535
Incoterms	DAP/Delivered At	
Payment Terms	Net due in 10 days	

#1

Line Item	Zoetis Material Number	Description	Delivery Date	Quantity	UOM	Unit Price	Net Value
1		Trial Material	10.06.2014	5	EA	100.00	500.00 SGD
	Manufacturer Part Number						
	Your Material Number						
	Manu Load ID No						

	<b>Total Po Value</b>	500.00	SGD
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Delivery To: Thanh Phuong Hang

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

#3

Ariba Buyers  
ZoetisAribaBuyer@zoetis.com