

March 13<sup>th</sup>, 2014

**ACTION REQUIRED: Effective date of change April 27<sup>th</sup>, 2015**

Dear Valued Supplier,



Beginning April 27<sup>th</sup>, 2015 Zoetis is moving to new ERP system (SAP) for **the US** organization that will enable us to improve internal and external business interactions. As a valued supplier of goods and services to Zoetis, we want to inform you of important impacts and related dates for the changes. Please review the following procedure changes carefully to avoid unnecessary delays in payment.

Please note that Zoetis locations outside the US are scheduled to transition to the new software at a later date, and will remain on the current systems beyond April 27, 2015. **In the event that your company conducts business with locations remaining on the current systems as well as locations moving to the new software, you will receive two different purchase order formats.** Pay close attention to your purchase order to determine the accurate billing information and process.

**In preparation for transition, please note the following dates and related actions:**

Date	Action and Additional Information
April 7 to May 1, 2015	<ul style="list-style-type: none"><li>• Please submit invoices in a timely manner for goods delivered or services rendered prior to April 7, 2015.</li><li>• Invoices received during this period will be held and will not be posted and scheduled for payment until this time period elapses.</li></ul>
April 17, 2015	<ul style="list-style-type: none"><li>• New Purchase Orders will be suspended for sites moving to the new software.</li></ul>
April 27, 2015	<ul style="list-style-type: none"><li>• Purchase Orders will resume for the US sites moving to the new software.</li><li>• Invoices that are received after April 6 will be posted after this date.</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 April 27<sup>th</sup>, 2015 for all US Zoetis locations migrated to the new software:

**1. Purchase Orders (PO)**

- The PO format will change, and be sent via the Ariba Supplier Network, email or fax. **Please see the examples below for both Direct and Indirect materials, goods and services.**
- 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:

### Information required on invoices:

- The invoice should be clearly marked as 'Invoice' and must be billed to Zoetis with the correct **Zoetis Entity Name** and 'ship to' location where the goods / services were delivered.
- The invoice should reference a valid Zoetis **Purchase Order Number**.
  - Invoices should be for one Purchase Order only.
  - If Purchase Order is not available, a Zoetis Contact and email address must be listed on the invoice.
- Each invoice must have a **unique invoice number**.
- **Invoice Number** and **Invoice Date** must be prominently mentioned on the main invoice, not on attachment or subsequent pages.
- The invoice must contain a detailed **description** of goods or services provided, **amounts owed** and the **currency** for payment. Invoice billing currency must match the Purchase Order billing currency.
- The **Vendor name, address and remittance instructions** (address, bank details) must be mentioned on the invoice. Tax type and rate (if any) should be mentioned on the invoice and calculations should be correct.
- The invoice must be **legible** and printed on paper stock that can be scanned for processing. Do **not use color, shading, or water marks** on the invoice.
- **Credits** issued to Zoetis should be sent separately as Credit memo and should not be the part of actual invoice.

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

For your convenience, Zoetis Accounts Payable offers three options for submitting invoices:

- **Option 1: Email address: [usinvoices@zoetis.com](mailto:usinvoices@zoetis.com) and requirements**
  - Do not attach backup documents to the email.
  - Must be TIFF or PDF format. DO NOT zip any of these file types.
  - Do not put additional information in the body of the email.
  - Do not send other documents or questions to this mailbox. See below for contact information.

- **Option 2: Postal Mail (“Send Invoice To” address indicated on the PO)**

Regular Mail	Overnight Mail
Zoetis LLC PO Box 982163 El Paso, TX 79998-2163	Zoetis ATTN: Genpact AP Imaging 1000 Hawkins Blvd. Suite A El Paso, TX 79915-1205

**NOTE:** Send your invoices directly to Zoetis Accounts Payable. Do **not** mail your invoices to other Zoetis locations.

- **Option 3: E-invoicing 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 [supplier.ariba.com](http://supplier.ariba.com) for additional information on the ASN.

**Note to e-invoicing 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

#### 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) (directions for accessing this site are below)
- If you still have questions, please reach out:
  - Phone number: 1-844-279-9300
  - Email address: [zfsAmericas.ap@zoetis.com](mailto:zfsAmericas.ap@zoetis.com)

#### To access the NEW Accounts Payable Inquiry Website

- 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

#### 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. Please refer to the Zoetis Supplier website at <http://www.zoetis.com/supplier-information> for further information.

Regards,

Global Procurement & Operations  
Zoetis Financial Solutions (ZFS)

**Example 1: 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 or Tax Identification Number
- #4. Procurement Contacts – please address any PO questions to the contact at the bottom of the PO.



**PURCHASE ORDER**

Zoetis LLC

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PO Number	4500007312
PO Date	10.03.2015

#2

Vendor	Send Invoice to #1	Ship To Address
VENDOR NAME 123 Cheifs Way Kansas City MO 64133-5654 US	Zoetis LLC ATTN: Zoetis Financial Services (ZFS) PO BOX 982163 El Paso, TX 79998-2163	Zoetis Kalamazoo 2605 E. Kilgore Rd Kalamazoo MI 49001-5501 US

#3

Incoterms	FOB/Free on board	VAT Registration Number	
Payment Terms	Net due in 30 days		
PO and item values presented in this document are net value and are exclusive of applicable taxes.		Country of Final Destination	

Line Item	Zoetis Material Number	Description	Delivery Date	Quantity	UOM	Unit Price	Net Value
1	10000346	15MG/DSX1DS TBX1 EN	17.03.2015	100	TUB	0.30 Per 1 TUB	30.00 USD
Zoetis will supply the following components list-(Tolling) .25ML BLISTER US <b>Your Material Number</b> <b>Manu Load ID No</b>							

<b>Total PO Value</b>	30.00	USD
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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

Direct Buyer  
direct.buyer@zoetis.com

**Example 2: 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.

#2



**PURCHASE ORDER**

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Zoetis LLC

Purchase Order No	4630000486
Purchase Order Date	11.03.2015

Vendor	Send Invoice to #1	Ship To Address
VENDOR NAME 123 Steeler Way Pittsburgh PA 15275-1114 US	Zoetis LLC ATTN: Zoetis Financial Services (ZFS) PO BOX 982163 El Paso, TX 79998-2163	Zoetis Kalamazoo 2605 E. Kilgore Rd Kalamazoo MI 49001-5501 US

Incoterms	FOB/Free on board	VAT Registration Number	
Payment Terms	Net due in 30 days		
PO and item values presented in this document are net value and are exclusive of applicable taxes.		Country of Final Destination	

Line Item	Zoetis Material Number	Description	Delivery Date	Quantity	UOM	Unit Price	Net Value
1			16.03.2015	2	EA	45.67	91.34 USD
	<b>Manufacturer Part Number</b>					Per	1 EA
	<b>Your Material Number</b> 423 40 WHT						
	<b>Manu Load ID No</b>						
	<b>Tax</b>					<b>5.48</b>	

<b>Total PO Value</b>	91.34	USD
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Delivery To:Lewis Harris

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

#3

Ariba Buyer  
ariba.buyer@zoetis.com