

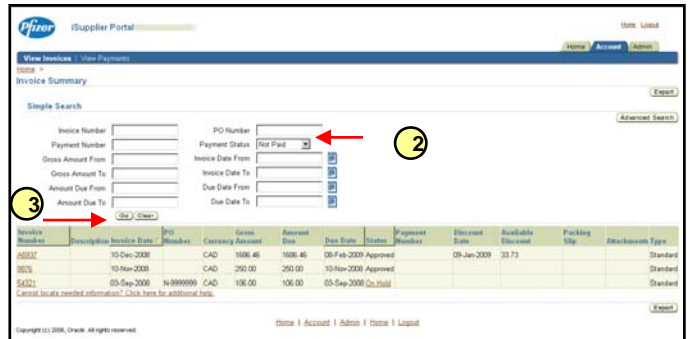
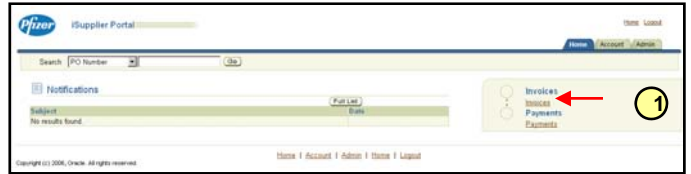
iSupplier (Supplier) Quick Reference Guide

Log on

1. Log on to **Oracle iSupplier** from www.pfizeraccounts payable.com
- ✓ *The iSupplier Home Page appears displaying links to the different inquiry options.*

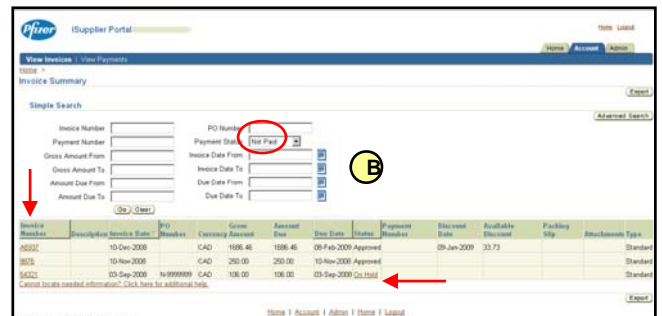
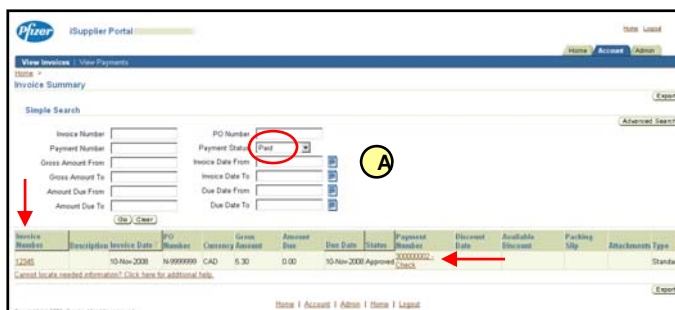
Invoice Inquiry

1. Click on **Invoices** on the right hand side of the screen.
- ✓ *The **Invoice Summary – Simple Search** screen will be displayed.*
2. Enter search criteria such as the **Invoice Number**, **PO Number** or **Payment Status**.
- ✓ *It is possible to enter more than one parameter with search criteria which will further reduce the number of records.*
3. Click on **Go** to display the results.
- ✓ *Various invoice details will display.*



- Invoice Number:** Invoice number provided by supplier
- Invoice Date:** Date appearing on invoice
- PO Number:** Purchase Order number
- Currency:** Invoice currency
- Gross Amount:** Total invoice amount, including tax
- Amount Due:** Gross amount owed to supplier
- Due Date:** Date when invoice should be paid based on calculated net payment terms
- Status:** Approved (ready for payment),
On Hold (not ready for payment)
Cancelled, etc.
- Payment Number:** Check, electronic payment or wire transfer number
- Type:** Type of invoice, ie. Standard, Credit Memo, etc.
- Discount Date:** Date when invoice payment is due in order to receive the Available Discount, if available
- Available Discount:** Discount applied to invoice, if paid by the discount date

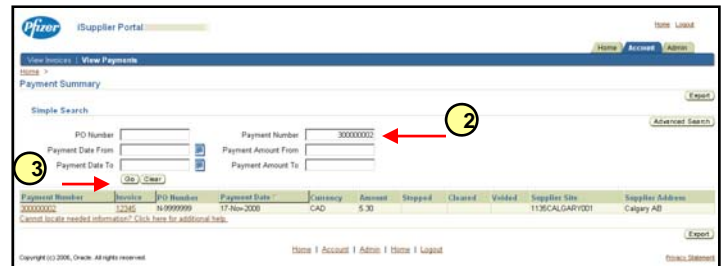
4. Click on the active links to view additional details.
 - A. For Paid invoices select **Invoice Number** or **Payment Number**.
 - B. For Unpaid invoices, select **Invoice Number** or **On Hold**.
- ✓ *Selecting the **On Hold** Status will display the reasons for the hold.*



iSupplier (Supplier) Quick Reference Guide, cont.

Payment Inquiry

1. From the Home page, click on **Payments** on the right hand side of the screen.
 - ✓ *The **Payment Summary – Simple Search** screen will be displayed.*
2. Enter search criteria such as the **Payment Number** (ie. Payment reference number).
 - ✓ *It is possible to enter more than one parameter with search criteria which will further reduce the number of records.*
3. Click on **Go** to display the results below.
 - ✓ *Various payment details will display.*



- Payment Number:** Check, electronic payment or wire transfer number
- Invoice:** Invoice number provided by supplier
- PO Number:** Purchase Order number
- Payment Date:** Date of scheduled payment
- Currency:** Invoice currency
- Amount:** Amount of payment
- Supplier Site:** Supplier site named based on Pfizer naming convention
- Supplier Address:** Supplier's City, as well as State or Province, if applicable

4. Click on the active links for **Payment Number** and **Invoice** to view additional details.
 - ✓ *Selecting the Payment Number will display all invoice numbers included in the payment.*

