

# Pfizer Prime

## Quick Reference Guide



### Signing in to Pfizer Prime

From the Prime homepage ([primevaccines.pfizer.com](http://primevaccines.pfizer.com)), enter your Email Address and Password and click **Sign In**

**Note:** If you have never ordered online with Pfizer, click

**Register**

### The Home Screen

After logging into Pfizer Prime, you will be presented with the Prime home screen. You can access various sections including Vaccines Quick Order, Recent Orders and Orders & Invoices.

### Catalog

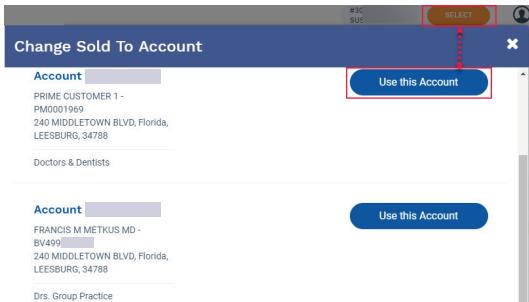
1. On the Home page, you can access the catalog(s) that will display the products available to order for your account.
2. If you do not see a product or a group of products you wish to order please contact Pfizer customer at 1-800-666-7248 service for any questions..



### Selecting an Account

1. If you are linked to one account, the Select an Account section of the home screen will default to that Account
2. If not, you can use the **SELECT** button.

Click **Use this Account** button next to the account



### Linking New Accounts

If you want to use an account that doesn't appear in the list, you will need to request access for that account

1. On the home screen, select your profile name **FRANCIS**
2. Click Account Management **Account Management**
3. Click Add Account Request **Add Account Request**
4. On the Link New Accounts screen, fill in applicable account information. Click **Submit**

**Add Account Request**

Account*	State*	Zipcode*	License Type*	License Number*
<input type="text"/>				
<b>+ ADD ACCOUNT</b>				
<b>Submit</b>				

### Managing Credit Card Authorization

You can authorize Pfizer sales representatives to place credit card orders on your behalf.

1. On the home screen, select your profile name **FRANCIS**
2. Click Credit Card Info **Credit Card Info**



3. Click **Credit Card Information**

Default Payment Type

#### Credit Card Information

4. Scroll down to the **Credit Card Authorization** section. Select first option next to text "I, the customer, authorize sales representatives of Pfizer Inc or sales...



5. Click **Save**

### Vaccines Quick Order

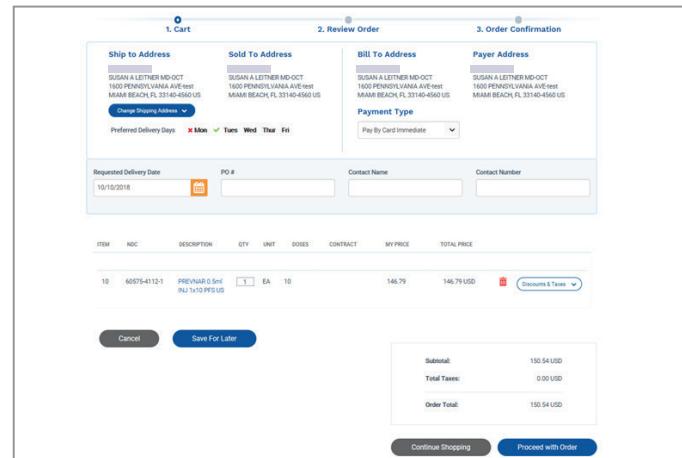
After you have selected an account, you can begin ordering.

1. In the Vaccines Quick Order section of the home screen, enter number of boxes next to product(s). Click **BUY NOW**



2. The radio buttons **1. Cart**, **2. Review Order**, and **3. Order Confirmation** indicate steps in the ordering process

3. On the shopping **Cart** screen, enter Order Details including PO# if needed and Requested Delivery Date. Verify shipping address.



4. Under **Payment Type** select the appropriate payment method from the available options.

**Payment Type**

- 
- 
- 
- 

5. Click **Proceed with Order**

**Note:** Not all payment options are available to all users. Some users may have only one payment method option.

6. On the **2. Review Order** screen, verify your order. Click **Place Order** and Confirm

7. The **3. Order Confirmation** screen will display details of the order that was placed. You can print for future reference.

## Recent Orders / Orders & Invoices Center

The **Recent Orders** **Orders & Invoices** section on the Home screen allows you to review and manage previous orders or review order and invoice status.

**Recent Orders**

Status	Order #	PO #	Order Date	Ship To #	Order Total
OPEN	5000068911	PO1234567890GSH	10/03/2018		\$99.25 USD
OPEN	5000068914	PO1234567890GSH	10/03/2018		\$177.12 USD
OPEN	5000068915	PO1234567890GSH	10/03/2018		\$99.25 USD

**Orders & Invoices**

Open Orders	Completed Orders
77	11
Open Invoices	Past Due Invoices
2	0

## Order History

Select the **ORDER HISTORY** Tab for additional information and search capabilities.

Use the Status Filter to find open **STATUS** or completed invoices



2. On the **ORDER HISTORY** tab, use the **SEARCH BY** section to locate your orders. Set search criteria and click **Enter Order #**

**Order History: FRANCIS M METKUS MD - BV499**

**SEARCH BY**

**STATUS**

- Open
- Completed

**SELECT DATE RANGE**

**RESULTS PER PAGE**

STATUS	ORDER #	PO #	ORDER DATE
OPEN	5000068911	PO1234567890GSH	10/03/2018
OPEN	5000068914	PO1234567890GSH	10/03/2018

**CALENDAR**

3. Results are shown with the Status, Order (Transaction) number, Date, and PO number. Click the Order (Transaction) number hyperlink to review order details

4. Select the icon to review Delivery Information.

## Tracking Shipments

- The **TRACK SHIPMENTS** provides shipment information on placed orders. Click on the Order Number hyperlink to review order details.
- Click **Track Order** and you will be redirected to the website of the shipping carrier

**PRODUCT CATALOG** **ORDER HISTORY** **TRACK SHIPMENTS** **INVOICES** **Product Search...** **0.00 USD**

**Track Shipments: FRANCIS M METKUS MD - BV499**

**SEARCH BY:** **SELECT DATE RANGE:** **FILTER BY DELIVERY ADDRESS:**

**RESULTS PER PAGE:** 10 **3 Items**

ORDER #	DELIVERY #	DELIVERY ADDRESS	PRODUCTS	DATE CREATED	BATCH NUMBER	QTY SHIPPED	PACKAGE QTY
5000068911	80001599390	PREVNAR 0.5ml INJ 1x10 PFS US	10/15/2018	LISAP	4	4	
5000068914	8000159012	PREVNAR 0.5ml INJ 1x10 PFS US	09/26/2018	LISAP	5	5	

## Invoice & Payment Center

The **Invoices** Tab provides ability to view and manage invoices. Invoices tab is grouped by Open Invoices (Open, Past Due) and Paid Invoices (Paid, Pending Deferred)

### View Invoices

- Click **Invoices Tab** to view Open or Paid Invoices

Tip: Modify Invoice Search Options date range, if necessary

**Open Invoices** **Paid Invoices**

**SEARCH** **SELECT DATE RANGE:** **FILTER BY STATUS:** **VIEW PARTNER TYPE:**

**PAYMENT DETAILS:** **INVOICE PDF:**

- Click PDF icon to view a preview of your invoice. The invoice will open in a separate window

### Pay Invoices

- Select invoice you want to pay

**Open Invoices** **Paid Invoices**

**SEARCH** **SELECT DATE RANGE:** **FILTER BY STATUS:** **VIEW PARTNER TYPE:**

**PAYMENT DETAILS:** **INVOICE PDF:**

- Click Payment Option

- In the Payment Information

#### Payment Type

Pay By Card Immediate

VISA \*\*\*\*1111

VISA \*\*\*\*1111

- Click **Submit Payment**

## Additional Support

For Pfizer Prime Online Order support including Login, Username and Password Related questions, contact 1-800-666-7248 Monday to Friday, 8:00 am to 8:00 pm ET.