

# 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..

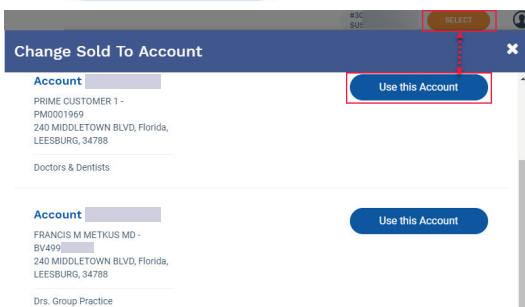


### Selecting an Account

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](#)

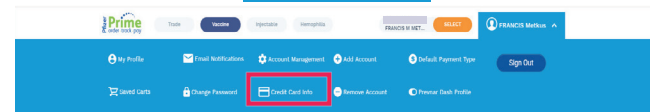
#### Add Account Request

Account*	State*	Zipcode*	License Type*	License Number*
<input type="text"/>	<input type="text" value="barbados"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">+ ADD ACCOUNT</a>				
<a href="#">Submit</a>				

### 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..."

**Credit Card Authorization**

☒ I, the customer, authorize sales representatives of Pfizer Inc. or sales organization(s) contracted by Pfizer Inc. to place verbally approved credit card orders of Vaccine Products sold by Pfizer Inc. and/or its subsidiary companies on <http://www.pfizerprime.com> and I authorize payment for such online orders with the customer-approved credit card(s)

☐ I, the customer, DO NOT authorize sales representatives of Pfizer Inc. or sales organization(s) contracted by Pfizer Inc. to place credit card orders on <http://www.pfizerprime.com>.

[Save](#)

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 ☐ indicate steps in the ordering process

1. Cart 2. Review Order 3. Order Confirmation

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

1. CART 2. Review Order 3. Order Confirmation

<b>Ship to Address</b> SUSAN A LETHBRIDGE MD-DOCT 1600 PENNSILVANIA AVE WEST MAHAM BEACH, FL 33140-4500 US	<b>Sold to Address</b> SUSAN A LETHBRIDGE MD-DOCT 1600 PENNSILVANIA AVE WEST MAHAM BEACH, FL 33140-4500 US	<b>Bill To Address</b> SUSAN A LETHBRIDGE MD-DOCT 1600 PENNSILVANIA AVE WEST MAHAM BEACH, FL 33140-4500 US	<b>Payer Address</b> SUSAN A LETHBRIDGE MD-DOCT 1600 PENNSILVANIA AVE WEST MAHAM BEACH, FL 33140-4500 US
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Change Shipping Address

Preferred Delivery Days: ☒ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri

Requested Delivery Date: 10/10/2018 PO #: Contact Name: Contact Number:

ITEM	NDC	DESCRIPTION	QTY	UNIT	BOXES	CONTRACT	MY PRICE	TOTAL PRICE
10	60275-4112-1	PREVNAR 0.5ml INJ 1x10 PFS US	1	EA	10		146.79	146.79 USD

[Cancel](#) [Save For Later](#)

Subtotal: 150.54 USD  
Total Taxes: 0.00 USD  
Order Total: 150.54 USD

[Continue Shopping](#) [Proceed with Order](#)

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

**Payment Type**

Pay By Invoice ▼

Pay By Invoice

Pay By Card Immediate

Pay By Deferred Card

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						Orders & Invoices	
Status	Order #	PO #	Order Date	Ship To #	Order Total		
OPEN	500006911	PO123456789010	10/03/2018		\$99.25 USD	77 Open Orders	11 Completed Orders
OPEN	500006954	PO123456789010	10/03/2018		6,177.12 USD		
OPEN	500006875	PO123456789010	10/03/2018		\$99.25 USD	2 Open Invoices	0 Past Due Invoices

## Order History

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

Use the Status Filter to find open or completed invoices

**STATUS**

☒ Open ☒ Completed

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

PRODUCT CATALOG **ORDER HISTORY** TRACK SHIPMENTS INVOICES Product Search

Order History: FRANCIS M METKUS MD - BV499 Account #

SEARCH BY: Order Enter Order #

STATUS: ☒ Open ☒ Completed

SELECT DATE RANGE: 07/05/2018 to 10/03/2018

RESULTS PER PAGE: 10

STATUS	ORDER #	PO #	ORDER DATE	REQ #
OPEN	500006911	PO123456789010	10/03/2018	10/03
OPEN	500006954	PO123456789010	10/03/2018	10/03

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 **Details** 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

Track Shipments: FRANCIS M METKUS MD - BV499 Account # 300

SEARCH BY: Order Enter Order Number PO Number

SELECT DATE RANGE: 04/27/2018 to 11/23/2018

FILTER BY DELIVERY ADDRESS: Select Address(es)

RESULTS PER PAGE: 10 3 Items

ORDER #	DELIVERY #	DELIVERY ADDRESS	PRODUCTS	DATE CREATED	BATCH NUMBER	QTY SHIPPED	PACKAGE QTY	
500006898	8000159390		PREVNAR 0.5ml INJ 1x10 PFS US	10/15/2018	LISAP	4	4	<a href="#">Track Order</a>
5000068672	8000159012		PREVNAR 0.5ml INJ 1x10 PFS US	09/26/2018	LISAP	5	5	<a href="#">Track Order</a>

## 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: Search Invoices

SELECT DATE RANGE: 11/01/2016 to 11/01/2018

FILTER BY STATUS: ☒ Paid ☐ Pending Deferred

VIEW PARTNER TYPE: Ship To Accounts

STATUS	TYPE	INVOICE #	PO #	ORDER DATE	DUE DATE	AMOUNT	SHIP TO ADDRESS	PAYMENT DETAILS	AMOUNT
Pending Deferred	Invoice	500017000	DennyThurs3	10/25/2018			BLVD Florida, LEECH RD, 2018	Other Payments/Statements	199.72 USD

[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

**View Pending Credits** **Open Invoices** **Paid Invoices**

SEARCH: Search Invoices

SELECT DATE RANGE: 05/05/2018 to 12/01/2018

FILTER BY STATUS: ☒ Open ☐ Past Due

VIEW PARTNER TYPE: Ship To Accounts

INVOICE #	STATUS	TYPE	INVOICE #	PO #	ORDER DATE	DUE DATE	AMOUNT	SHIP TO ADDRESS	PAYMENT DETAILS	AMOUNT
500016652	Past Due	Invoice	500016652	REPEAT ORDER EMAIL	09/12/2018	10/13/2018		PO BOX 10000, M METKUS MD - BV499		50.00 USD

- Click Payment Option

**Apply Credit** **Pay Now** **Pay Deferred** **Cancel**

- In the Payment Information section, select the credit card that you wish to use for payment

**Payment Type**

Pay By Card Immediate

**Add Card** **VISA** **MasterCard**

VISA \*\*\*\*\*1111

visa \*\*\*\*\*1111 Edit

- 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.