

# Supplier Guidelines

Invoicing and Payment Process →

## Invoice Submission

### Scanning Center

e-mail to:

[invoiceklsc.myal@alcon.com](mailto:invoiceklsc.myal@alcon.com)

PO set up → Invoice set up  
*Timely payment*

## PO and Invoice

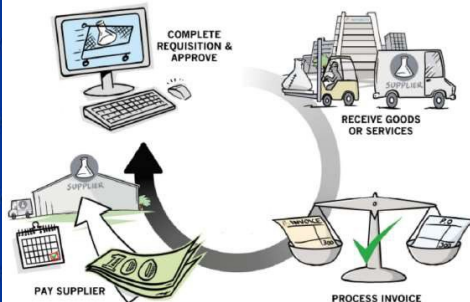
- ✓ Same unit of measure
- ✓ Matching quantity
- ✓ Same description and number of lines
- ✓ If more than 1 PO is related to the invoice:
  - ✓ Indicate PO number and PO position
  - ✓ Indicate amount and quantity next to each line

## Payment information

You will receive a remittance advice with payment details the day after the payment was made

## AP Helpdesk

For any queries regarding invoices or payments, please contact our AP Resolution & Payments team:  
**E-mail:** [payableklsc.my@alcon.com](mailto:payableklsc.my@alcon.com)  
**Toll Free:** 1800 188 669  
**Outside Malaysia:** +6563498495



## Invoice Requirements

Document Type: **Invoice**

Vendor's email address, phone nr, contact person

### Payment term

Invoice no. XXX

Invoice Date: xx.xx.xxxx

**Vendor:** Company name  
Company address  
Postal Code Country  
VAT registration no

**Purchase Order/  
Cost Center/  
Alcon requisitioner**

**Invoicing:** Company name  
Company address  
Postal Code Country  
VAT registration no

**Delivery address:**  
Address, Country

Item no	Description	Qty	Unit price	Net amount	Tax %	Tax amount	Gross amount
1	Good/Service	0.00	0.00	0.00	%	0.00	0.00
2	Good/Service	0.00	0.00	0.00	%	0.00	0.00
TOTAL				0.00		0.00	0.00

To be paid: 0.00 Currency: XXX  
 Bank account: IBANXXXXXXXXXX

Delivery Date

## Invoice Format Guidelines

- ✓ Ensure "address to" field is as per below address
- ✓ Always send your invoices in PDF format
- ✓ 1 Invoice = 1 PDF
- ✓ Max PDF size accepted is 350 x 350 mm
- ✓ More than 1 PDF in the e-mail is allowed but no more than 20 PDFs per e-mail and as long as e-mail is not bigger than 4MB
- ✓ No ZIP file or certified email
- ✓ Do not include non-invoice files in the email with the PDF invoice(s). Any additional excel or other attachment format in the same e-mail of the invoice will cause *entire e-mail rejection*
- X **All other documents** and communications, such as reminders/statements of account must be sent to our generic e-mail address: [payableklsc.my@alcon.com](mailto:payableklsc.my@alcon.com)
- ✓ Always include at least one of the following:
  - ✓ PO Number
  - ✓ Contact person (Alcon requester)
  - ✓ Business Unit (or cost center)
- ✓ **Alcon will return all invoices, which do not include all the required information, for correction and resubmission.**

**Alcon Laboratories (Malaysia) Sdn Bhd**

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