



Supplier Guidelines

Invoicing and Payment Process →

Invoice Submission

Scanning Center

e-mail to:

nfe.recebimento@alcon.com

PO and Invoice

P.O should reflect the invoice:

- ✓ Same unit of measure
- ✓ Matching quantity
- ✓ Same description and number of lines
- ✓ P.O must be described on the invoice.
- ✓ If more than 1 P.O is related to the invoice:
 - ✓ It must be mentioned on the invoice.

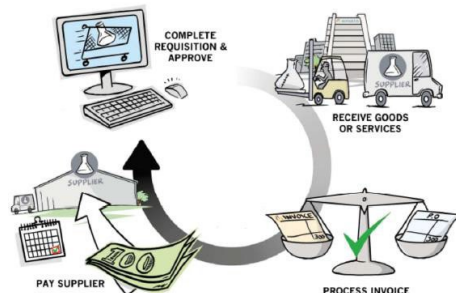
Invoice Receiving Center

All invoices must be checked:

- ✓ PDF file;
- ✓ P.O described in the Invoice;
- ✓ CNPJ of Alcon;
- ✓ Issue date;

Sharepoint: Send the invoice for confirmation of the requester.

- ✓ Number Invoice;
- ✓ Requester;
- ✓ Invoice Amount;
- ✓ P.O Number;
- ✓ Supplier's name;



Invoice Requirements

Document Type: **Invoice**

INVOICE X P.O

INVOICE	P.O
Description of Service or Product	Purchase Order
Supplier's CNPJ	Cost Center
CNPJ of Alcon	Alcon requisitioner
Issue Date	
P.O number	

JDE Invoice Processing

Steps Completed.

- ✓ Invoice receipt by e-mail;
- ✓ Input of invoice information in Sharepoint;
- ✓ Confirmation of the requester;
- ✓ Invoice Processing JDE;
- ✓ Invoice available in Accounts Payable.

Invoice Format Guidelines

- ✓ Always send your invoices in PDF format;
- ✓ More than 1 PDF in the email is allowed, but preferably attach an invoice by email.
- ✓ Do not include non-invoice files in the email;
- ✓ Any non-standard invoice required will be rejected.
- ✓ The requestor for the service or product must be copied to the email.
- ✓ The e-mail: nfe.recebimento@alcon.com is the exclusive communication channel between supplier and receipt of invoices.
- ✓ **Alcon will return all invoices, which do not include all the required information, for correction and resubmission.**