

Where to send invoices

Alcon

All third-party invoices should be sent electronically to:

Alcon Entity	Where to send/upload invoices	For Supplier inquiries only
Alcon Laboratorio Argentina S.A	recepcion.facturasargentina@alcon.com	ap.argentina@alcon.com
Alcon Brasil Cuidados Com	nfe.recebimento@alcon.com	ap.brasil@alcon.com
Alcon Laboratorios Chile LTDA	Upload invoices to: https://fe.cl.dbnetcorp.com/SE62/DBNET_GENE	ap.chile@alcon.com
Laboratorios Alcon de Columbia	recepcion.facturas_col@alcon.com	ap.colombia@alcon.com
Alcon Centroamerica Y Alcon Dominicana	Current: recepcion.facturas@alcon.com Starting Jan 1, 2023, please use: recepcion.facturaspanama@alcon.com	ap.panamá@alcon.com ap.costarica@alcon.com ap.guatemala@alcon.com ap.dominicanrep@alcon.com
Alconlab Ecuador S.A.	doc-electronicos.ec@Alcon.com	ap.ecuador@alcon.com
Alcon Laboratorios S.A. de C.V.	Upload invoices to: https://www.carvajaltys.mx/	ap.mexico@alcon.com
Alcon Pharmaceutical Del Peru S.A.	proveedores.peru@Alcon.com	ap.peru@alcon.com
Alcon Laboratorios Uruguay S.A	recepcion.facturasuruguay@alcon.com	ap.argentina@alcon.com



Accounts Payable

Overview:

To ensure timely processing and payment DO NOT request Vendors to send the invoices directly to you or any Alcon individual.

All documents should meet the Invoice Requirements otherwise they will be returned to the vendor with rejection reasons.

Invoice Format Guidelines

- ✓ 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 be disregarded
- X **All other documents (non-invoice)** and communications, such as reminders/statements of account must be sent to our generic entity specific e-mail

Always include at least one of the following:

- ✓ PO Number
- ✓ Contact person (Alcon requester)

→ Alcon will return all invoices, which do not include all the required information, for correction and resubmission.

