

# Where to send invoices

All third-party invoices should be sent electronically to:

<b>Alcon Entity</b>	<b>Where to send <u>only</u> invoices</b>	<b>Queries to be sent by vendors</b>
<b>Alcon Vision, LLC</b>	<a href="mailto:APU339.unitedstates@alcon.com">APU339.unitedstates@alcon.com</a>	<a href="mailto:ap.inquiries@alcon.com">ap.inquiries@alcon.com</a>
<b>Alcon Research, LLC</b>	<a href="mailto:APU341.unitedstates@alcon.com">APU341.unitedstates@alcon.com</a>	<a href="mailto:ap.inquiries@alcon.com">ap.inquiries@alcon.com</a>



## **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.**

