

Invoicing Guidelines

Do you need Support?



AP Helpdesk

E-mail:
ap.de@alcon.com

Phone:
00800 2526 6111



Invoice Submission

eScanning Center

e-mail to:

apd104.germany@alcon.com

NEW! In case you are a carrier, please follow the [CTSI](#) procedure for invoice upload.



Bill to address

Alcon Deutschland GmbH
Heinrich-von-Stephan-Straße 17
79100 Freiburg
Deutschland
VAT DE142102094

Please confirm with your Alcon Point of Contact to which address the invoice should be issued



Invoice Format

- ✓ Ensure "bill to address" field is as indicated above
- ✗ Exela (scanning partner) address – Please DO NOT use it as bill to 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
- ✗ Any additional excel or other attachment format in the same e-mail of the pdf-invoice will be disregarded by the system
- ✗ Do not include non-invoice files in the email with the PDF invoice(s) **All other documents** and communications must be sent to our generic e-mail address: ap.de@alcon.com



Invoice Requirements

- ✓ **Correct Billed to address & Alcon VAT number**
 - ✓ Your company details:
 - ✓ Your company address
 - ✓ Your company VAT number
 - ✓ Correct Bank details
 - ✓ Always include at least one of the following:
 - ✓ PO Number
 - ✓ Contact person
 - ✓ (Alcon requester name)
 - ✓ Business Unit (or cost center)
- ! Alcon will return all invoices, which do not include all the required information.**



PO set up + Invoice set up



Timely payment