

Alcon

SEE BRILLIANTLY

Invoicing Guidelines

Do you need Support?



AP Helpdesk

E-mail:
ap.italy@alcon.com

Phone:
00800 2526 6111



Invoice Submission eScanning Center e-mail to:

apit55.italy@alcon.com

Please use the **Codice Destinatario**
IRKA1JB for uploading invoices

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



Bill to address

Alcon Italia S.p.A.
Viale Don Luigi Sturzo ,43
20154 Milano
Italia
VAT: IT07435060152



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 ignored
- ✗ 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.italy@alcon.com



Invoice Requirements

- ✓ **Correct Bill 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