

Invoicing Guidelines

Do you need Support?



AP Helpdesk

E-mail:
ap.benelux@alcon.com

Phone:
00800 2526 6111



Invoice Submission

eScanning Center

e-mail to:

apbe14.belgium@alcon.com



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 invoice will be disregarded
- ✗ 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.benelux@alcon.com



Bill to address

Alcon Laboratories Belgium BV

Lichterveld 3
2870 Puurs Sint – Amands
Belgium

VAT: BE0830.069.679



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