

Invoicing Guidelines

Do you need Support?



AP Helpdesk

E-mail:
alconap.czech@Alcon.com

Phone:
00800 2526 6111



Invoice Submission

eScanning Center

e-mail to:

invoices-1.cz@alcon.com



Bill to address

Alcon Pharmaceuticals (Czech Republic) s.r.o.

Vyskočilova 1422/1a
140 00, Praha 4 - Michle
Česká republika

26427389 / CZ26427389



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:
alconap.czech@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