

Invoicing Guidelines

Do you need Support?



AP Helpdesk

E-mail:
pl.ap@alcon.com



Invoice Submission eScanning Center

e-mail to:
pl.finance@alcon.com



Bill to address

Alcon Polska Sp. z o.o.
Marynarska 15 Street
02-674 Warsaw
Poland
VAT ID: PL5271093105



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 cause *entire e-mail rejection*
- ✗ 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: pl.ap@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 will return all invoices, which do not include all the required information



PO set up + Invoice set up



Timely payment