

## Invoicing Guidelines

### Do you need Support?



AP Helpdesk

**E-mail:**  
[ap.iberia@alcon.com](mailto:ap.iberia@alcon.com)

**Phone:**  
00800 2526 6111



### Invoice Submission eScanning Center

e-mail to:

[appt19.portugal@alcon.com](mailto:appt19.portugal@alcon.com)



### Bill to address

#### Alcon Portugal LDA

Quinta da Fonte, Edf Q56 -D. Pedro I  
Rua dos Malhões, nº 5, 1º piso,  
frações C e D  
2770 -071 Paço de Arcos Portugal  
**VAT: PT501251685**



### 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.iberia@alcon.com](mailto:ap.iberia@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**