

## Invoicing Guidelines

### Do you need Support?



#### AP Helpdesk

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

**Phone:**  
00800 2526 6111



#### Invoice Submission

##### eScanning Center

e-mail to:

[apfr56.france@alcon.com](mailto:apfr56.france@alcon.com)

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



#### Bill to address

##### Laboratoires Alcon SAS

20, rue des Deux Gares  
92500 Rueil-Malmaison  
France

**TVA FR28652009044**



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