

Where to send invoices

Alcon

All third-party invoices should be sent electronically to:

Alcon Entity	Where to send only invoices	Queries to be sent by vendors
Alcon Laboratories (Australia) Pty Ltd	invoices.au@alcon.com	payables.au@alcon.com
Alcon Services AG, Taiwan Branch	invoiceklsc.tw@alcon.com	payableklsc.tw@Alcon.com
Alcon (China) Ophthalmic Product Co. Ltd	Invoice.cn@alcon.com	payables.cn@alcon.com
Alcon Services AG, Hong Kong Branch	Invoice.hk@alcon.com	payables.hk@alcon.com
PT. CIBA Vision Batam, INDONESIA	invoiceklsc.id@Alcon.com	payableklsc.id@alcon.com
CIBA Vision Johor Sdn Bhd, Malaysia	invoiceklsc.my@Alcon.com	payableklsc.my@Alcon.com
Alcon Laboratories (Malaysia) Sdn Bhd	invoiceklsc.myal@alcon.com	payableklsc.my@alcon.com
Alcon Laboratories (New Zealand) Ltd	invoices.nz@alcon.com	payables.nz@alcon.com
Alcon Laboratories Philippines	invoiceklsc.ph@alcon.com	payableklsc.ph@alcon.com
CIBA Vision Asian Manufacturing and Logistics Pte Ltd, Malaysia	invoice.sgaml@alcon.com	payableklsc.my@alcon.com
Alcon Singapore Manufacturing Pte Ltd	invoiceklsc.sgasm@alcon.com	payableklsc.sg@alcon.com
Alcon Pte Ltd	invoiceklsc.sg@alcon.com	payableklsc.sg@alcon.com
Alcon Laboratories (Thailand) Limited	invoiceklsc.th@alcon.com	payableklsc.th@alcon.com



Accounts Payable

Overview:

To ensure timely processing and payment DO NOT request Vendors to send the invoices directly to you or any Alcon individual.

All documents should meet the Invoice Requirements otherwise they will be returned to the vendor with rejection reasons.

Invoice Format Guidelines

- ✓ 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
- ✓ Do not include non-invoice files in the email with the PDF invoice(s). Any additional excel or other attachment format in the same e-mail of the invoice will be disregarded
- X **All other documents (non-invoice)** and communications, such as reminders/statements of account must be sent to our generic entity specific e-mail

Always include at least one of the following:

- ✓ PO Number
- ✓ Contact person (Alcon requester)

→ Alcon will return all invoices, which do not include all the required information, for correction and resubmission.

