

# 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 AG	<a href="mailto:apc254.switzerland@alcon.com">apc254.switzerland@alcon.com</a>	<a href="mailto:ap.ch@alcon.com">ap.ch@alcon.com</a>
Alcon Eye Care UK Limited	<a href="mailto:apg013.unitedkingdom@alcon.com">apg013.unitedkingdom@alcon.com</a>	<a href="mailto:ap.uk@alcon.com">ap.uk@alcon.com</a>
Alcon Grieshaber AG	<a href="mailto:C223.ags-vendor-invoice@alcon.com">C223.ags-vendor-invoice@alcon.com</a>	<a href="mailto:finance@alcon.com">finance@alcon.com</a>
Alcon Healthcare, S.A	<a href="mailto:apes16.spain@alcon.com">apes16.spain@alcon.com</a>	<a href="mailto:ap.iberia@alcon.com">ap.iberia@alcon.com</a>
Alcon Italia S.p.A.	<a href="mailto:apit55.italy@alcon.com">apit55.italy@alcon.com</a>	<a href="mailto:ap.italy@alcon.com">ap.italy@alcon.com</a>
Alcon Laboratories Belgium BVBA	<a href="mailto:apbe14.belgium@alcon.com">apbe14.belgium@alcon.com</a>	<a href="mailto:ap.benelux@alcon.com">ap.benelux@alcon.com</a>
Alcon Laboratories Ireland Ltd	<a href="mailto:ie.accounts@alcon.com">ie.accounts@alcon.com</a>	<a href="mailto:ap.ireland@alcon.com">ap.ireland@alcon.com</a>
Alcon Laboratories SA Pty Ltd	<a href="mailto:creditors.sa@Alcon.com">creditors.sa@Alcon.com</a>	<a href="mailto:ap.southafrica@alcon.com">ap.southafrica@alcon.com</a>
Alcon Management SA	<a href="mailto:apc222.switzerland@alcon.com">apc222.switzerland@alcon.com</a>	<a href="mailto:ap.ch@alcon.com">ap.ch@alcon.com</a>
Alcon Nederland B.V.	<a href="mailto:apnl41.netherlands@alcon.com">apnl41.netherlands@alcon.com</a>	<a href="mailto:ap.benelux@alcon.com">ap.benelux@alcon.com</a>
Alcon Nordic A/S	<a href="mailto:apdk13.nordics@alcon.com">apdk13.nordics@alcon.com</a>	<a href="mailto:ap.nordics@alcon.com">ap.nordics@alcon.com</a>
Alcon NV SA	<a href="mailto:apbe02.belgium@alcon.com">apbe02.belgium@alcon.com</a>	<a href="mailto:ap.benelux@alcon.com">ap.benelux@alcon.com</a>
Alcon Ophthalmika GmbH	<a href="mailto:apat32.austria@alcon.com">apat32.austria@alcon.com</a>	<a href="mailto:ap.at@alcon.com">ap.at@alcon.com</a>
Alcon Deutschland GmbH	<a href="mailto:apd104.germany@alcon.com">apd104.germany@alcon.com</a>	<a href="mailto:ap.de@alcon.com">ap.de@alcon.com</a>
Alcon Pharmaceuticals (Czech Republic) s.r.o.	<a href="mailto:invoices-1.cz@alcon.com">invoices-1.cz@alcon.com</a>	<a href="mailto:alconap.czech@Alcon.com">alconap.czech@Alcon.com</a>
Alcon Pharmaceuticals Ltd	<a href="mailto:apc220.switzerland@alcon.com">apc220.switzerland@alcon.com</a>	<a href="mailto:ap.ch@alcon.com">ap.ch@alcon.com</a>
Alcon Pharmaceuticals Ltd - Belgian VAT	<a href="mailto:apc220.switzerland@alcon.com">apc220.switzerland@alcon.com</a>	<a href="mailto:ap.ch@alcon.com">ap.ch@alcon.com</a>
Alcon Polska Sp. z o.o.	<a href="mailto:pl.finance@alcon.com">pl.finance@alcon.com</a>	<a href="mailto:ap.pl@alcon.com">ap.pl@alcon.com</a>
Alcon Portugal LDA	<a href="mailto:appt19.portugal@alcon.com">appt19.portugal@alcon.com</a>	<a href="mailto:ap.iberia@alcon.com">ap.iberia@alcon.com</a>
Alcon Services AG	<a href="mailto:apc226.switzerland@alcon.com">apc226.switzerland@alcon.com</a>	<a href="mailto:ap.ch@alcon.com">ap.ch@alcon.com</a>
Alcon Switzerland SA	<a href="mailto:apc224.switzerland@alcon.com">apc224.switzerland@alcon.com</a>	<a href="mailto:ap.ch@alcon.com">ap.ch@alcon.com</a>
LaboratoiresAlcon France	<a href="mailto:apfr56.france@alcon.com">apfr56.france@alcon.com</a>	<a href="mailto:ap.france@alcon.com">ap.france@alcon.com</a>
WavelightGMBH	<a href="mailto:Erl.DE105-vendor-invoice@alcon.com">Erl.DE105-vendor-invoice@alcon.com</a>	<a href="mailto:DE105.buchhaltung@alcon.com">DE105.buchhaltung@alcon.com</a>



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.**

