

1a

Purchase Order (PO)



Vendor Information
ABC, Inc. 4 Peach Lane Irvine, CA 30319
Vendor Number: 56600108

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Ship to Address
Alcon 15800 Alton Parkway Irvine, CA 92618

Send Invoice To
Alcon Research, LLC PO Box 240 Hartford, CT 06134, USA Email: APU341.UnitedStates@alcon.com

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Alcon Research, LLC
6201 South Freeway
Fort Worth, TX 76134-2009

E30 US Procurement
Phone: 817-840-7400
Email: Buyer1@alcon.com
Delivery Date: 02/04/2019
Payment Terms: in 60 days due net
Currency: USD

Requester: Joe Smith
Phone: 817-840-7400
Email: Requester1@alcon.com

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Line Item	Description	UOM	QTY	Unit Price	Extended Price
1	Contractor Services Per Quote ABC123	EA	1	1,500.00	1,500.00
2	Parts	EA	20	25,000	5,000.00
Purchase Order Total (w/o Tax)					7,500.00 USD

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1b

All materials delivered against this order must show the SAP Purchase Order number and SAP Part number on shipping papers, containers, and be marked for and delivered to the point indicated. All containers must indicate quantities and Alcon's stock numbers if applicable.

Terms and Conditions

No changes or variations to the terms and conditions of this purchase order are acceptable, including, but not limited to, changes to (a) price; (b) delivery dates; (c) specifications; (d) materials; (e) manufacturing locations; (f) vendors (non-approved vendors may not be utilized); or (g) processes unless previously approved in writing by Alcon Research, Ltd. This Purchase Order is subject to Alcon's purchase Order Terms and Conditions which are to be accessed electronically at <http://suppliers.alcon.com> which are incorporated herein by references as if fully set forth herein. Buyer objects to any different or additional terms. If there is a written agreement between the parties ("Agreement") covering this purchase, the Agreement supersedes the purchase Order Terms and Conditions and this Purchase Order is subject to the terms and condition.

Number Key	Field Name	Change
1ab	Purchase Order Number	<p>a. All open POs will have a new PO number assigned and communicated in December for use on future deliveries and billings.</p> <p>a. All invoices should clearly reference a valid PO number and the name of the Alcon contact who authorized the purchase of goods or services.</p> <p>b. SAP PO numbers and Part numbers should also show on shipping papers</p>
2	Legal Entity	<p>Alcon is comprised of several different legal entities. This section denotes which legal entity is authorizing a purchase order from your company.</p> <p>Please note: If you do business with multiple legal entities, the invoice submission mailbox will vary by Alcon legal entity.</p>
3	Vendor Number	Your vendor number changes in SAP in January 2020.
4	Send invoice to	<p>Email invoice submission details are as follows:</p> <ul style="list-style-type: none"> Invoices should be submitted to APU341.UnitedStates@alcon.com Accepted file formats are PDF and TIFF invoices Submit original invoices; scanned invoices are often delayed in processing. PDF files must contain only one invoice each <p>Email box is unmonitored, send invoice questions to AP.Inquiries@alcon.com</p>
5	Requestor	Refers to the person responsible for requesting the items or services, usually the Alcon representative most familiar with the requirement.
6	Purchase Order Line Item	PO Line Item must be referenced on the invoice