Alcon **ASPEX & Fort Worth North** sites SAP migration: Quick Reference Guide
Suppliers Intro

Alcon's payment and billing processes are moving to a new operating system (JDE to SAP) as of January 2019

What do I need to KNOW

1 – There will be changes to:
- Supplier information requirements
- Supplier/Vendor numbers
- Part numbers
- Purchase Order (PO) layout

2 – New requirements introduced (see slide 2)
- Vendor records
- Invoice submitting and processing

3 – Black out period for
- Invoicing
- Shipping
- Order processing

What do I need to DO

1 – Provide updated contact details including EMAIL

- If not already filled out the form, contact Alcon's buyers/planners or your business partner

2 – Review and familiarize yourself with new requirements
- Revise all received communications
- Go to www.alcon.com/supplier-information

3 – Review new PO layouts and Invoice guidelines

- Go to www.alcon.com/supplier-information

4 – Follow the new requirements to avoid payment process delays

5 – Pay close attention and comply with provided black out and cutover dates

What if I can't fulfill the requirements?
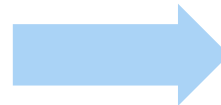
Please contact your Alcon Business Partner

Alcon

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Suppliers Requirements

New requirements

Vendor Records

- Include **email address** and update supplier contact information
- Use **new**ly SAP issued **Supplier/Vendor numbers** for all communications

Invoice submitting*

- Payments should be submitted **via Email** to **APU341.UnitedStates@alcon.com****
  - Format: TIFF or PDF (1 invoice per submission by PDF)
  - Favor originals to scanned invoices to avoid errors
- **Refer to Purchase Order (PO) for **legal entity** and related email / mailing address

Purchase Orders (PO) – Shipping*

- Notice and reference the new SAP assigned PO number for **open PO's**. These new numbers will be issued and provided during cut over in December
- SAP PO number and Part number must show on **shipping papers**, containers, and be marked for and delivered to the point indicated

Invoice processing*

- Invoice **due date** begins the day Accounts Payable (AP) receives the invoice in the proper mailbox**
- The following should be included on the invoice:
  - PO Number - **mandatory to receive payment**
  - SAP part number / PO line item
  - Name of Alcon's contact who requested materials/service

NOTE: Open orders will be issued new SAP PO numbers in Dec '19

*for further details on requirements and changes, be sure to check the PO layout and Invoice guides available here
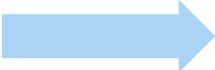
| **What if I can't fulfill the requirements?** | → | **Please contact your Alcon Business Partner** |

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What's Changing for Suppliers?

Alcon is moving from JDE to SAP in January 2020, minimal disruptions are expected

1 - Supplier Information:

- Supplier information will need to updated
- It is critical to have an email address on file
- Supplier numbers will change in SAP

2 - PO Numbers:

- PO Number is mandatory to receive payment
- PO are assigned using next number
- During cutover, any open PO's will be reassigned in SAP

3 - Purchase Order Print Layout:

- Purchase order print layout is changing

4 - Invoice Processing:

- Invoice due date begins the day Accounts Payable (AP) receives the invoice in the proper mailbox (indicated on PO)
- Payments should be submitted via Email
  - Format: TIFF or PDF
  - 1 invoice per submission
  - Scanned invoices error more often than original invoices

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