



# Purchase Order



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



Buyer: Fort Worth Manufacturing  
BUYER Phone: 817-xxx-xxx  
Email: [Buyer1@alcon.com](mailto:Buyer1@alcon.com)  
Delivery Date: 02/04/2020  
Payment Terms: in 60 days due net

| Vendor Information                            |
|---|
| ABC, Inc.<br>4 Peach Lane<br>Irvine, CA 30319 |
| Vendor Number: 56600108                       |



| Ship to address   |
|---|
| Alcon Research, LLC<br>Warehouse 7 (Dock Doors 1-14)<br>6445 Will Rogers Blvd Ste 100<br>Fort Worth TX 76134-2099 USA |



| Send Invoice To   |
|---|
| Alcon Research, LLC<br>PO Box 240<br>Hartford, CT 06134, USA<br>Email: <a href="mailto:APU341.UnitedStates@alcon.com">APU341.UnitedStates@alcon.com</a> |



Currency: USD

| Line Item | Part Number | Description  | UOM | QTY | Unit Price       | Extended Amount |
|-----------|-------------|--|-----|-----|------------------|-----------------|
| 0010      | xyz         | Part Description<br>Legacy Material Number: 123-456-000<br>Specification Version: A<br>Delivery Schedule: 02/04/2020 | EA  | 50  | 15,000.00/100 EA | 7,500.00        |



Purchase Order Total



All materials delivered against this order must show 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   |
|------------------|----------------------------|--|
| 1 <sub>a/b</sub> | Purchase Order (PO) Number | <ul style="list-style-type: none"> <li>a. All open POs will have a new PO number assigned and communicated in December for use on future deliveries and billings.</li> <li>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.</li> <li>b. SAP PO numbers and Part numbers should also show on shipping papers</li> </ul>   |
| 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><b><i>Please note: If you do business with multiple legal entities, the invoice submission mailbox will vary by Alcon legal entity.</i></b></p>   |
| 3                | Vendor Number              | Your vendor number changes in SAP in January 2020  |
| 4                | Ship to Address            | Ship to address changes by material shipping. Be sure to indicate the address accordingly  |
| 5                | Send invoice to            | <p>Email invoice submission details are as follows:</p> <ul style="list-style-type: none"> <li>• Invoices should be submitted to <a href="mailto:APU341.UnitedStates@alcon.com">APU341.UnitedStates@alcon.com</a></li> <li>• Accepted file formats are PDF and TIFF invoices</li> <li>• Submit original invoices; scanned invoices are often delayed in processing.</li> <li>• PDF files must contain only one invoice each</li> <li>• Email box is unmonitored, send invoice questions to <a href="mailto:AP.Inquiries@alcon.com">AP.Inquiries@alcon.com</a></li> </ul> |
| 6                | Line Item                  | PO Line Item must be referenced on the invoice   |
| 7                | Part Number                | <ul style="list-style-type: none"> <li>• New part number in SAP beginning in January 2020.</li> <li>• Specifications will not be updated with SAP part numbers and will retain Legacy part numbers, unless otherwise communicated.</li> </ul>  |
| 8                | Specification Version      | <ul style="list-style-type: none"> <li>• Part Number Revision renamed to Specification Version.</li> </ul>   |