

Alcon - **Sinking Spring** site - 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 2020

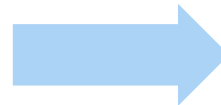
What do I need to KNOW

- 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 submitted, contact Alcon's buyers/planners or your business partner
- 2 – Review and familiarize yourself with new requirements**
 - 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 or have questions?



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 **newly** SAP issued **Supplier/Vendor numbers** for all communications

Invoice submitting*

- Invoices should be submitted to Accounts Payable (AP) **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 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
 - Please help to add as soon as they are communicated

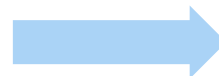
Invoice processing*

- 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 or have questions?



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What's Changing for our Suppliers?

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

1 - Supplier Information:

- Supplier information will need to be 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
- POs are assigned using the next number
- During cutover, any open POs will be reassigned in SAP
 - Kindly adjust to new PO number(s) once communicated for timely invoice payment

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