

Payables & Procedures

Reference Guide



General Overview

Our goal is to reduce—and ultimately eliminate—the need for PC owners to provide or pay for operational services or needs directly. However, there may be situations unique to your practice that may need your support in procuring. This is why you're set up as a vendor. All PC owners are registered as vendors to allow for expense reimbursement when necessary.

This policy and procedure applies to instances where a PC owner is making a payment for services—either something agreed upon during integration or for an urgent business need with prior approval.

To ensure reimbursement, you must receive approval **before** any purchase is made.

We have established channels to support business needs—some of which you may not be aware of. Please give us the chance to help resolve issues before incurring any expenses. Also connect with the practice manager as they were trained on how to order supplies, equipment and facilities services.

If you have questions about payment timing, payment status, or need to update your vendor information (such as a change to your bank account), please email invoices_payables@teamvisionteam.com (note the underscore in the address).

For escalations, please also copy pmcwilliams@luxotticaretail.com and lbuldt@luxotticaretail.com on your message.

Kindly allow some time for responses—our TeamVision team handles payment submissions but relies on the broader EssilorLuxottica payables structure for processing.



Important Call-Out: Contracts

PC owners are **not authorized** to sign contracts without legal and procurement review. If you receive a contract—or one is up for renewal—please contact us immediately.



Disclaimer

It is the responsibility of all team members to know this policy, procedures and to comply fully. Team members are encouraged to seek guidance when a situation may be unclear. If a team member has any questions about this policy or is unsure of how to comply with the policy, please contact a manager. All presumed or actual violations or misuse must be reported to management. If it is determined that this policy has been violated, those involved may be subject to discipline up to and including termination of employment.

Product

Product	Future State	Key Contact
Frames	Frames are replenished automatically, if you have additional questions please reach out to the key contact	Shari Oyefeso soyefeso@luxotticaretail.com
Lenses	The product portfolio is assorted and managed by TeamVision, if you have additional questions please reach out to the key contact	Karen Baumeister kbaumeis@luxotticaretail.com
Insurance Labs	All eyewear orders route to RxO, with the exception of select insurance orders - approved labs and account numbers will be provided to you	Katie Worley kworley@luxotticaretail.com
Specialty Contacts	A list of new account numbers will be provided to you and reviewed by Elsa Martinez Please do not order on your old accounts, as those invoice may come to you and may not be eligible for reimbursement	Elsa Martinez emartinez4@luxotticaretail.com
Wellness	Wellness products are replenished automatically, if you have additional questions please reach out to the key contact	Ric Bennett rbenett2@luxotticaretail.com
Supplies	Utilize TeamVision vendors found on the Toolkit Central Purchasing/Staples/Regency Lighting/Consolidated Solutions/Site Credit Card If you have exhausted your options and spoken to your Field Leader, we have a corporate Amazon account to place orders-connect with Len Buldt	tvops@teamvisionteam.com lbuldt@luxotticaretail.com

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Services

Service	Future State	Key Contact
Telecom, Internet, Weave	These are taken over and paid on your behalf, if you have additional questions please reach out to the key contact	Casey Gregory wgregory2@luxotticaretail.com
RXNT (Eprescribe)	If you are on REV, RXNT will be your E-prescribe platform	Faris Awad fawad@luxotticaretail.com
Marketing	We take over your domains and website management , if you have additional questions please reach out to the key contact	Caleb Clark cclark3@luxotticaretail.com
Maintenance	Maintenance portal (Service Channel) – can be found on the toolkit	Len Buldt lbuldt@luxotticaretail.com
Shipping	EasyShip – can be found on the toolkit	TVops@teamvisionteam.com
Alarm/Security	If you have a legacy vendor, reach out to key contacts If you have a Fusion Camera system, please create a ticket in the Maintenance Portal (Service Channel)	Len Buldt/Casey Gregory lbuldt@luxotticaretail.com wgregory2@luxotticaretail.com
Utilities	These are taken over and paid on your behalf, if you have additional questions please reach out to the key contact	Len Buldt lbuldt@luxotticaretail.com
Trizetto (Billing Platform)	We will set up and manage payment on your behalf Your legacy clearinghouse payment will be your responsibility, please partner with Operations and the Insurance team.	Matt Palaggo/Jennifer Morgan mpalaggo@luxotticaretail.com jmorgan3@luxotticaretail.com
Rent & Landlord	Continue paying until new lease is signed with Lux	landlordservices@luxotticaretail.com

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Submission Format & Requirements

- Expenses should be emailed to invoices_payables@teamvisionteam.com via an excel spreadsheet (template will be provided) with receipts attached, please complete the template to the best of your ability. The more information you provide, the fewer questions we will have, this will allow for faster processing.
- A receipt should show vendor, items/services purchased, and total amount paid. To reimburse you in a timely manner, please submit your expenses on a monthly cadence in a single request by the first Friday of the following month. Reminder, to ensure reimbursement, you must receive approval **before** any purchase is made.

Example: Expenses incurred for March would be submitted by the end of the first week of April, in this case the 7th.

March 2023						
SU	MO	TU	WE	TH	FR	SA
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
SU	MO	TU	WE	TH	FR	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

DO:

- ✓ Ensure you have a receipt
- ✓ Submit in PDF or JPG format
- ✓ Scan it in if you have a paper copy
- ✓ Provide approval

DO NOT:

- ✗ Submit photos of a receipt
- ✗ Submit credit card statements showing an expense

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