

Invoice submission guidelines: North Americas

Cognizant North America Cognizant utilizes a third-party invoice processing service (Ariba) to route, process and submit invoices for payment. To ensure proper routing and timely payment of invoices, they must adhere to Cognizant's procurement, vendor registration and invoice submission policies. In addition, they should:

- contain the 6/7 digit Cognizant employee ID, clearly visible on face of invoice
- contain the Federal Tax ID number for US vendors, and the GST number for Canadian vendors
- (if applicable) a valid Cognizant purchase order number, clearly visible on face of invoice
- be submitted within 7 business days of invoice date

After the invoice has been prepared, there are three methods of invoice submission for North America:

Option 1 (preferred)

ARIBA enabled suppliers:

- Suppliers who are registered to transact business with Cognizant in the ARIBA network must "FLIP" their invoices (invoice electronically) within the network upon completion of goods delivery or provision of services. A copy of the invoice and supporting documents should be attached to the submission.

Option 2

Submit soft copy of the invoice:

- Supplier can send soft copy of the invoices to CognizantNAInvoice@cognizant.com along with the necessary supporting documents
- Each email should contain one invoice (PDF format as 1st attachment) and followed by other supporting documents
- Multiples invoices submitted in one email will not be considered for payment processing
- This email box is dedicated to invoice submission alone and no other queries will be addressed through this email

Option 3

Send physical invoices and accompanying documents to the 'bill to' address stated in the purchase order. All other invoices please mail to:

Name of Cognizant Legal Entity

Attention ID: 6/7-digit Cognizant ID (required for processing)

PO Box 40019

College Station, Texas 77842

Invoice, payment & other inquiries

Please contact GlobalP2PSupport@cognizant.com and you may also visit our [Information for Suppliers](#) section of the Cognizant website.