

Invoice submission guidelines: LATAM countries

Cognizant Latin America 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 requestor information (ID, name and email of the employee that requested the services or product), and the purchase order number

Once the invoice has been prepared, there are two methods of invoice submission for Latin 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 APLATAMInvoice@cognizant.com and APLATAM@cognizant.com along with the necessary supporting documents

Important clarifications:

Cognizant's Accounts Payable department is responsible for the timely processing of supplier invoices issued against approved purchase orders. The supplier is required to submit all corresponding invoices in a timely manner directly to Accounts Payable as instructed on the purchase order. To be processed by Accounts Payable, the supplier invoice must reference the same supplier information contained on the purchase order, a unique invoice number, the invoice date, and the appropriate Cognizant purchase order number.

- Within Cognizant's CAPPs system (ARIBA), payment terms are established for each supplier. Invoices processed by Accounts Payable will reflect those terms and the payment due date will automatically be calculated by the system if the invoice matches the order placed. Accounts Payable does not designate a payment date as this is entirely system driven.
- We are implementing a "No PO - No Pay" Policy. Suppliers are requested to ensure they are in receipt of a valid PO / Contract, prior to supplying goods / services.

Invoice, payment & other inquiries

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