Invoice submission guidelines: EMEA countries

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 tax registration number (if the invoices contain a tax element)
- Contain (if applicable) a valid Cognizant purchase order number, clearly visible on face of invoice
- Contain the correct Cognizant legal entity and bill to address – this will be shown on the PO/SoW
- Be in the same currency as the PO/SoW
- Be submitted within 7 business days of invoice date
- Include the agreed payment terms
- Contain a quantity and description of goods & service matched with the PO/SoW
    - If invoicing for contingent workers, include Associate ID

Once the invoice is prepared, 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.
Support on how to invoice in the Ariba network can be found [here](#)

Invoice, payment & other inquiries

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