

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. For Vendors already enabled in Ariba system, please submit invoices via Ariba system. (preferred method).

For Vendors not yet enabled in the Ariba system, please submit invoices to the AP mailbox listed below and CC Business Requester within 3 days of invoice generation.

Regional requirements for UK (except Cognizant Oil and Gas UK) and Ireland:

Please forward the invoices to your business contact (person responsible for the order) instead of AP team. UK & Ireland AP mailboxes can be copied, but won't be able to proceed with invoice upload unless received and approved by the named Cognizant business contact responsible.

In addition, invoices should:

- Contain the 6/7-digit Cognizant employee ID and name, 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 3 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" (Ariba invoice upload) their invoices 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.

List of AP mailboxes for invoice reception and issue handling:

AUT - Eaccountspayable@cognizant.com

BEL - APBenelux@cognizant.com

CHE - APSwitzerland@cognizant.com

CZE - APCentralEurope@cognizant.com

DEU - APGER@cognizant.com

DNK - APNordics@cognizant.com

ESP - Eaccountspayable@cognizant.com

FIN - APNordics@cognizant.com

FRA - APFrance@cognizant.com

GBR - APUK@cognizant.com (Only for issue handling)

HUN - FinanceHungary@cognizant.com

IRL - APIreland@cognizant.com (Only for issue handling)

ROM - APROM@cognizant.com

FRONTICA NOR - HQ196, HQ197 - APNORCOG@cognizant.com

ITA - APItaly@cognizant.com

KEN - APAfrica@cognizant.com

LTU - APEasternEurope@cognizant.com

LUX - APBenelux@cognizant.com

LVA - APLatvia@cognizant.com

NLD - APBenelux@cognizant.com

NOR - APNordics@cognizant.com

POL - APPoland@cognizant.com

PRT - APPortugal@cognizant.com

SVK - APCentralEurope@cognizant.com

SWE - APNordics@cognizant.com

ZAF - APAfrica@cognizant.com

BGU - APBUL@cognizant.com

FRONTICA UK - HQ198

- APUKCOG@cognizant.com

