Invoice Submission Process – 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 contain the 6 digit Cognizant employee ID and (if applicable) a valid Cognizant purchase order number. All vendors must be approved and active within Ariba prior to procuring goods or services.

Option 1: 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. All the payment related queries can be sent to APHelpdeskNA@cognizant.com

Option 2: Send physical invoices to the below address

Name of Cognizant Legal Entity
Attention ID: 6-digit Cognizant ID (required for processing)
PO Box 40019
College Station, Texas 77842

Option 3: 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.

Adherence to Cognizant's procurement, vendor registration and invoice submission policies will ensure timely payments.

Cognizant Payment Terms

Within Cognizant's payment system, payment terms are established for each supplier. Cognizant's standard payment terms are 70 days.

Invoice Status or Other Inquiries

For inquires related to status or payments – Suppliers can contact APHelpdeskNA@cognizant.com