

GUIDELINES FOR INVOICING COGNIZANT APAC



Information required in the Invoice



The invoice should be raised on the vendor company letterhead (company name should be printed on the top of the invoice).



Invoices must be submitted within 3 business days from the invoice date.



In case of advance payments, proforma invoices should be submitted instead of tax invoices



In case of Cross Border Transactions or International Transactions, withholding of Tax from invoice amount may apply based on the contract and availability of Tax Residency Certificate. This will require contract documents to be verified by Cognizant Tax Team



Invoices should not be handwritten. The invoice should be in a non-editable format (Eg: Excel or Word formats will not be accepted)



Invoices need to be addressed to the Cognizant entity availing the service and liable to make payment (Bill to Address)



Each invoice should have a unique invoice no. and date mentioned for easy reference



The invoice currency must be specified against the amount



Invoices should mention an "Attention ID" – a 6 digit Cognizant ID of the Cognizant Associate who will approve the invoice for payment



The tax charged and % of tax should be distinctly shown in the invoice amount



The relevant tax registration number must be mentioned on the Invoice



PO / Agreement reference to be provided with the invoice

Annual Maintenance, Rent & Insurance



Invoices relating to AMC / Rent / Insurance payments should clearly mention the start and the end date.

Sub-Contractor



Invoices relating to sub-contractor payments should clearly mention the 6 digit Cognizant ID of the contractor and the period of service. The Invoice should be backed by an approved ESA timesheet.