



Pearson

# Providing a Pearson Compliant Invoice: U.S.A. & Canada

**Welcome to the Pearson Compliant Invoicing Guidance**

This document is designed to help you create a compliant invoice.

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# Minimum Requirements For A Pearson Compliant Invoice:

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Pearson is committed to paying Supplier within the agreed payment term from the date on which a **'valid'** invoice enters the Pearson payment system. To ensure this happens, it's important that Suppliers understand Pearson's requirements for a compliant invoice.

## **Why are these requirements needed?**

There is a minimum amount of information Pearson requires from a supplier in order to execute a payment; but we also need to understand what we are actually paying for and the appropriate Tax information is provided.

Guidance for suppliers is also available on Pearson's Supplier website which is viewable on the Pearson Plc website pages:

<https://www.pearson.com/corporate/suppliers.html>



## **PLEASE NOTE**

Failure to provide a compliant invoice will result in your supplier's invoice **being rejected** back to the supplier for correction. **This will delay the supplier's payment.**

# Invoicing Requirements for Pearson US

A 'valid' invoice is defined as one that contain the following information:

- **Supplier company name, address and contact information.**
- Include **remit-to** address.
- A valid **Pearson Purchase Order Number**. Invoice line items should match the Purchase Order description, if a Purchase Order has been issued.
- The correct **Pearson contact name**. Invoices are routed to the named Pearson contact for approval. Entering an incorrect Pearson contact name on the invoice will route the invoice to that individual for approval and cause significant delay in payment or rejection back to Supplier.
- The Pearson **legal entity** and **address** of the contact who is contracted to receive the goods or services.
- The word: **"Invoice"** or **"Credit"** as appropriate.
- Either an **Invoice number** or **Credit number**, as appropriate. Invoice and credit numbers should not exceed 16 characters or include any special characters.
- **Invoice date.**
- **Sales Tax amount** as applicable.
- **Federal Tax Identification Number** if Supplier is registered. Please **do not** provide your Social Security number on this document.
- **Full description** of the good(s) or service(s) supplied.
- **Date the good(s) or service(s) were provided** (supply date).
- **Total Invoice amount** due.

All information must be **easily intelligible** on the invoice. Any text printed over text will not pass through our stringent system checks.

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Sample Invoice created using a Microsoft Word invoice template.

Invoice

Supplier name:  
Supplier Address:  
Federal Tax ID: (if applicable)  
Supplier Contact:

Invoice to: Pearson [Add Pearson address as it appears on the PO]  
Attention of: [Pearson Requestor Name]

<b>PO Number:</b>		<b>Invoice Number:</b>	
<b>Delivery Date:</b>		<b>Invoice Date:</b>	
		<b>Total Invoice Amount:</b>	
		<b>Currency:</b>	

Line Item #	Description of Goods/Services	Quantity	Rate (\$)	Amount (\$)
1	<i>(provide a detailed description of goods or services provided)</i>	10	\$5.00	\$50.00
2	<i>(provide a detailed description of goods or services provided)</i>	10	\$10.00	\$100.00
			Subtotal:	\$150.00
			Sales Tax:	\$9.00
			<b>Total Due:</b>	\$159.00

Remit Payment Via: [Provide your banking details]

Thank you for your business!



Pearson

