Invoice Submission Instructions

All supplier invoices must be submitted to the respective email address listed below, based on the location of the Legal Entity/Subsidiary/Company Code that is responsible for payment of the invoice.

Clarivate	Email Address
APAC (Invoices in English) APAC (non-English invoices) APAC (Incopat invoices)	Clarivate.Invoices.APAC@clarivate.com AP.invoices.APAC@clarivate.com AP.invoices.APAC@incopat.com
EMEA	Clarivate.Invoices.EMEA@clarivate.com
LATAM	Clarivate.Invoices.LATAM@clarivate.com
USA	Clarivate.Invoices.USA@clarivate.com
INDIA	**HARD COPY INVOICES MUST BE MAILED TO**: Iron Mountain Survey No 2/1, Krupa Godowns Attention: Clarivate Analytics, Clarivate Analytics (India) Private Limited (f/k/a TRCPL Projects Private Limited) Thirumalashettyhalli Village, Soukya Road, Anugondanahalli, Hoskote Taluk, Bengaluru – 560067
ExLibris	ap.invoices.EXL@clarivate.com
ProQuest	PQ-accounts.payable@clarivate.com
Innovative Interfaces	pq-ap@clarivate.com

NOTE: Invoice copies must be submitted only in .PDF or .TIFF formats

Requirements for Clarivate PO based Invoices:

Supplier must send their invoices in compliance with Clarivate's invoicing requirements described below, which are subject to change from time-to-time upon prior written notice from Clarivate. Clarivate reserves the right to reject any non-compliant invoices.

1. **Purchase Order Number** – Clearly display Clarivate's purchase order number on the invoice.
2. **Invoice Line Numbering** – The invoice line items must be identical to, and in the same order, as listed on the Clarivate purchase order. This will facilitate matching your services to Clarivate's purchase order and reduce the invoice processing time.
3. **The Attention to "Attn. To" Field** – Include the name of the Clarivate individual who has requested the goods or services. Please do not include generic names like 'Accounts Payable' or 'Sourcing' in this field.
4. **The Clarivate Legal Entity** – The Clarivate legal entity that is listed on the Agreement or Statement of work (SOW) must also be clearly listed in full on the invoice.

   Note: "Clarivate" or "Clarivate Analytics" is a brand and not a legal entity and will not be sufficient to process the invoice
5. **The "Ship To" Location** – Enter the Clarivate address (city/state/country) where the services will be shipped/delivered.
6. **Tax / VAT ID** – Display both the Supplier's and Clarivate's Tax / VAT ID on the invoice copy.

Requirements for Clarivate non-PO based Invoices:

A non-PO invoice (not exceeding USD 25,000) can be submitted to the same email addresses as per the Invoice Submission section listed above and must include the following:

1. **Clarivate Business Approver** – Include the name of the Clarivate individual who has requested the goods or services. Please do not include generic names like 'Accounts Payable' or 'Sourcing' in this field.
2. **The Clarivate Legal Entity** – The Clarivate legal entity that is listed on the Agreement or Statement of work (SOW) must also be clearly listed in full on the invoice.

   Note: "Clarivate" or "Clarivate Analytics" is a brand and not a legal entity and will not be sufficient to process your invoice
3. **The "Ship To" Location** – Enter the Clarivate address (city/state/country) where the services will be shipped/delivered.
4. **Tax / VAT ID** – Display both the Supplier's and Clarivate's Tax / VAT ID on the invoice copy.

AP reserves the right to reject any invoice that is non-compliant with the above requirements.

Invoice payment status inquiries:

For APAC (China, Japan, Korea, Taiwan):	AP.queries.APAC@clarivate.com
For all other regions:	Clarivate.ap.queries@clarivate.com