

Invoice Submission Instructions

Invoice Submission

All supplier invoices should be submitted to the respective 'Document Receiving Center (DRC)' email address, based on the Clarivate Legal Entity/Subsidiary/Company Code that is responsible for payment or listed on the PO.

Region (Clarivate Subsidiary Address)	Address
APAC	Clarivate.Invoices.APAC@clarivate.com
EMEA	Clarivate.Invoices.EMEA@clarivate.com
LATAM	Clarivate.Invoices.LATAM@clarivate.com
USA	Clarivate.Invoices.USA@clarivate.com
DALIAN	Clarivate.Invoices.DALIAN@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

PO Based Invoices

Supplier agrees to send its monthly 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.

Clarivate Invoicing Requirements

1. **Purchase Order Number** – Clearly display Clarivate's purchase order number on your invoice.
2. **Invoice Line Numbering** – Your invoice line items must be identical to, and in the same order, as those items 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 requested the purchase and/or that will be responsible for the actual services. Please do not include Accounts Payable or Sourcing in this field.
4. **The Clarivate Legal Entity** – The Clarivate legal entity that is listed on this Agreement or SOW must also be clearly listed on the invoice. Note: "Clarivate Analytics" is a brand and not a legal entity and will not be sufficient to process your invoice
5. **The "Ship To" Location** – Enter the Clarivate address where the services were delivered/provided.
6. **Tax / VAT ID** – If applicable, enter the supplier Tax / VAT ID
7. **Send Invoices** in accordance with the Invoice Submission section listed above