

# Sample Invoice including all enrollments plus additional charges

Net new change

Format. / Wording Δ

No change

Header updates to **include email address** for accounting

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DIRECT ALL INQUIRIES TO: Education to Go  
Phone: +1-800-701-8755 x 6  
ed2goaccounting@cengage.com  
Please include your account number and invoice number with all correspondence

Bringing you resources from:  
ed2go | CENGAGE GROUP

Original Credit Memo  
999100004968  
Date 07/14/23  
Page 1 of 1

Invoices supplied at the **site level** at the end of the month. **Partners who have multiple sites will receive multiple invoices by site.**

“Ed2Go Site No” will be reworded to **“Site ID”**

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Federal ID No: 59-2124491 Canadian G.S.T.#/T.P.S.: 14074 8831 RT0001 Canadian Q.S.T.#/T.V.Q: 1023272543 SAN: 2002213

Business Partner 1234567 Site ID 1234 Account No 110000006371

Bill To PARTNER COLLEGE  
123 FAKE STREET  
ANYTOWN, CA 12345

**Course and student name** will be broken out to separate columns showing student name, registration/order ID, course code, course name, app. promos, start date, qty, collected by, Ed2Go collected, tax, WS, and net.

Student Name	Order ID	Course Code	Course Name	Promotion/Discount Code	Start Date	Qty	Collected By	Ed2Go Collected	Ed2Go Collected Less Tax	Wholesale Price	Partner Tax	Currency	
												USD	Net Due / (Owed)
STUDENT	4558759	T8894	Medical Math (Self-Paced Tutorial)		07/11/23	1	PC			89.00	0.00	89.00	
STUDENT	4558759	T8894	Medical Math (Self-Paced Tutorial)	NA	07/11/23	1	PC			89.00	0.00	(89.00)	
STUDENT	4558488	T9178	Achieving Success with Difficult People (Self-Paced Tutorial)		07/07/23	1	EC	523.56	500.00			(500.00)	
STUDENT	4558488	T9178	Achieving Success with Difficult People (Self-Paced Tutorial)		07/07/23	1	EC			85.00		85.00	

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**New column** to capture applied discounts

**Return Policy / Tax Information** updated to remove Mason, OH address

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**RETURN POLICY/ TAX INFORMATION**  
If you are exempt and feel you have been charged sales tax in error, email a copy of this invoice and your sales tax exemption certificate to MS.Certificates@Cengage.com  
For other sales tax inquiries, contact MS.Tax@Cengage.com.

Total Wholesale Price 85.00  
Less Ed2Go Collect 500.00  
Amount Due/(Owed) (415.00)  
Total Tax Collected 0.00  
Total Due/(Owed) (415.00)  
*For positive balances, that is an invoice for you to pay.  
For (credit) balances, a check will be issued to you.*

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“Tax” renamed to **“Partner Tax”**

**Section reordered** to remove batch job date, rename “customer account number” to “account number”, and rename “payment due date” or “payment due”

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DETACH: THIS PORTION MUST BE RETURNED WITH YOUR PAYMENT

Ed2Go Site ID	Invoice No	Account No	Payment Due Date	Amount Due
1234	999100004968	123456789101	07/14/23	(415.00)

RETURN THIS STUB WITH PAYMENT TO:

**MAIL CHECKS TO:** Cengage Learning Inc  
P.O. BOX 936743  
ATLANTA, GA 31193-6743

**WIRE TRANSFERS:** Wells Fargo  
ABA 121000248  
ACCT 4943024687  
SWIFT WFBIUS6S

Credit/Debit cards can be used at point of sale only

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**Subtotals section** modified to show total wholesale price, total ed2go collected amount, total tax collected, the netted total amount due to Cengage or credits owed back to partner. Variance from current state are subtotals at ed2go collected level, and final total after tax is applied.

**Note:** if an enrollment is student pay to partner, there will be two line items on the activity report. One line for the student pay, then a second line for the partner