



McGraw Hill Supplier,

Your PO Number will be communicated to the user(s) provided in the Supplier Portal.

Below are instructions for submitting invoices against the PO:

- **If your organization is part of the McGraw Hill Supplier Portal powered by Oracle** follow the instructions in the guide below to submit your invoices over the portal.

[Create a PO Invoice](#)

- **Not sure if your organization is on the Supplier Portal?** Please reach out to McGraw Hill Accounts Payable Helpdesk mhe.accountspayable@mheducation.com

For proper and timely processing:

- Include the PO Number on your invoice.
- Bill To Location is 8787 Orion Place, Columbus, OH 43240
- DO NOT send invoice to your project contact at McGraw Hill as it can result in duplicate payments and delays processing.

The self-service Supplier Portal powered by Oracle is the preferred method for submitting your invoices, checking payment status and history. For more information visit our website at <https://www.mheducation.com/suppliers>

Thank you.

McGraw Hill Supplier Management Team