McGraw-Hill Invoice/Payment Status Search

Self-Service Link:

This is a global invoice search tool – username and password are not required. Two data fields are required to do a search. Please read these quick steps for best practices on using the search tool.

1) Invoice Number is mandatory.
   - The invoice number must match exactly as it is in our payment system. Please consider McGraw-Hill’s invoice number standardization when keying your invoice number. No wildcards can be used.
   - See Invoice Number Standardization on the McGraw-Hill Supplier Page. If difficulty opening link, please use Chrome.

2) Invoice amount or date is the suggested second piece of criteria.
   - A date range instead of exact date is acceptable.
   - It is best to use the invoice date if the invoice has withholding amount(s).

3) Once the criteria are entered, hit search.
   - If “No records to display” is the result, it simply means the invoice is not in the invoice search tool yet and may be still processing. Please wait another business day for a status if the invoice was recently submitted since the results are dependent upon timing of our system integrations.

Important Information to consider:

- The columns cannot be adjusted in the display
- Scroll to the right to show payment information
- The fields are not drill-able
- Record Statuses include paid; open
- Payment Amount will reflect total amount of all invoices on that respective payment
- All physical checks numbers are 10 digits
- Payment numbers less than 10 digits are electronic payments such as EFT’s or Wires

For additional help, please contact the McGraw-Hill Procure to Pay team.

Helpdesk Contact Info:

877-876-9658 and MHE.AccountsPayable@mheducation.com