

**PEARSON WORK BASED
LEARNING AND EDI**

International House
Siskin Parkway East
Middlemarch Business Park
Coventry
CV3 4PE
UK: 0844 576 0045
Int: +44(0)1204 770 696
www.pearsonwbl.com and
www.ediplc.com

20 May 2013

Dear Sir/Madam

Important: new payment information for your EDI Account

As you may be aware, EDI is now part of Pearson. We have recently written to your head of centre to explain what these changes mean in practice.

As we move to new arrangements, future payment arrangements including invoicing, credit control and payments are due to change from EDI to Pearson: I have detailed the changes, below. Our aim is to take every care to ensure a smooth and seamless transition, retaining the high level of service you are accustomed to.

- From 10 June 2013, to help us with future payments, please can you use the new (Pearson) bank details provided with this letter; these replace payment details provided to you by EDI.
- You will also notice some minor changes to the appearance and layout of your invoices and statements. Firstly, all documentation you receive regarding your EDI account will now be addressed from Pearson, although all of your essential account information has been retained;
- Please note the new contact details for credit control; these are listed below.

We're here to help you

If you have any questions, your account specialist will continue to provide all the usual support. In addition, we have:

- **A dedicated web area for customers** at www.pearsonwbl.com/edi-welcome
- **Frequently Asked Questions** – please see answers to FAQs – go to www.pearsonwbl.com/edi-faq
- **Ask Pearson a question**, our Account Services team are on hand; *UK customers* should call **0844 576 0045 (option 3)** or **+44(0)1204 770 696** for *international enquiries*.
- Regular communications, information and updates.

If you'd like to know more about Pearson and all the ways in which we help learners around the world, just go to www.pearson.com/uk

We really value the relationship we have with you, and look forward to building this further in the future. Please do not hesitate to contact me if you require any additional information.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'N. Cornforth', written in a cursive style.

Neil Cornforth
Accounts Receivables Collections Manager

Changes to my account information

FAQs - Frequently Asked Questions

This document aims to provide answers for EDI customers about changes to your payment and account arrangements. Please also go to: www.pearsonwbl.com/edi-welcome

Q: How will my invoice change?

A: You will notice a change in branding (invoices will now come from Pearson rather than EDI) and the layout of your invoice but all the important content and information will be retained.

Q: If I am concerned who do I speak to?

A: Your first point of contact should be to speak to the Account Services Team. They can be reached on: **0844 576 0045** for our UK customers and **+44(0)1204 770 696** for our International customers. Your account now has a dedicated specialist working in Account Services, who are able to answer or to direct any enquiries, as necessary.

Q: What bank details do I need to use?

A: With effect from 1 June 2013, please use the following details:

Bank: HSBC Bank Plc
City of London Corporate Office
Level 27
8 Canada Square
London
E14 5HQ

Account Name: Pearson
Sort Code: 40-02-50
Account Number: 51214012
V A T Registration Number: GB 278 5371 21
Company Registration Number: 4496750
IBAN: GB14MIDL40025051214012

Branch Identifier Code or Swift code: MIDLGB2110C

This information will also appear on your invoice.

Q: Where should I send cheque payments?

A: Cheques should be made payable to Pearson and sent to the following remittance address: Sales Ledger, Pearson Shared Services, Edinburgh Gate, Harlow, Essex, CM20 2JE. This information will also appear on your invoice.

Q: Can I pay by Credit Card?

A: Yes. All major credit cards are accepted except American Express. Card payments can be made over the phone by calling the Account Services Team on **0844 576 0045** for our UK customers and **+44(0)1204 770 696** for our International customers. You will be transferred to a member of staff who will be able to assist.

Q: Can I email a copy of the remittance advice?

A: Yes. Remittance advice can be emailed to: directs@pearson.com or posted to: **Sales Ledger, Pearson Shared Services, Edinburgh Gate, Harlow, Essex, CM20 2JE.**

Q: Will this affect my payment terms?

A: No, all existing payment terms will be transferred to Pearson.

Q: Will this affect the way we process our orders?

A: No, EDI qualifications will continue to be ordered through CAMPUS.