



SUPPLIER'S GUIDE TO INVOICING

— ACCENTURE BELGIUM



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2 Introduction

Dear Supplier, thank you for providing goods or services to Accenture in Belgium. For the purpose of this guide, Accenture shall be understood as : Accenture SA/NV, and (i) Any company that controls it (within the meaning of Article 1:14 of the company code); (ii) Any company which is controlled by it and/or; (iii) Any company which controls, and/or which is controlled by, one of the companies mentioned above from (i) to (iii), namely, but with no limitation: Accenture N.V/SA : BE.0438.675.669, Accenture BPM CVBA/SCRL: BE 0431.340.786, Accenture Technology Ventures BVBA/SPRL BE.0473.565.678, A.F.D. Belgium SPRL: BE.0867.158.422

Accenture always aims to pay suppliers on time, within the payment terms that have been agreed, and will also follow local government regulations where applicable. This can only be achieved with the co-operation of our suppliers – please follow the guidelines outlined in this document to ensure that we can meet these targets. We urge our suppliers to provide a timely invoice to Accenture in accordance with the Royal Decree N°1 of 19 December 2012.

2.1 Establishing and Maintaining Your Accenture Supplier Profile

- Please make sure the contact and payment information Accenture has on file is always current. If your mailing address, Purchase Order (PO) receipt email address, contact information, bank information, or phone numbers change, please notify Accenture immediately by e-mailing AP.BeNeLux.Support@accenture.com.

2.2 Credit Terms

- Accenture's standard payment terms are **60 days** (30 days for Small and Medium Enterprises (SMEs) and diverse suppliers, 45 days for periodic invoices), from the issuance of a valid legal duly submitted VAT Invoice (Refer to 'Submitting Invoices', section 2.5), unless alternate payment terms have been agreed in writing with Accenture Procurement Plus.
- Invoice due dates mentioned on the invoice will **not** be taken into consideration whilst making the payments.

2.3 Preparing Invoices for Accenture

Please include all of the following information on the invoice, which are not deemed to replace what is legally provided by the law in the VAT Code:

- Your full legal Name, Address, VAT Number and contact details of your finance team for us to communicate in case of any queries.
- Invoice number / applicable reference number, Invoice issue date, Tax Identification # (if relevant), Total amount to be paid, and detailed description of the goods or services that were delivered or rendered, date when the delivery of goods/services was accomplished, VAT percentage and amount.

- E-mail address of the Accenture contact who requested the goods or services.
Note: This employee will be asked to confirm receipt of the goods or service and verify the accuracy of the invoice before the payment can be released.
- Accenture Purchase Order (PO) number **beginning with 60XXXXXXXX** on the invoices (where the goods & services are provided against a PO). **Note:** Accenture will not be liable for late payment fees if a PO number has been provided to the supplier but not included on the invoice.
- Your complete banking details (Sort code, Swift Code, Account #, IBAN, etc)
- Accenture SA/NV (VAT) Number.
- Accenture Bill to Address (including Legal Entity and VAT number):

Accenture N.V./S.A. Accounts Payables Department Rue Picard 11, Boîte 100, 1000 Brussels, Belgium VAT: BE.0438.675.669	Accenture BPM CVBA/SCRL Accounts Payables Department Rue Picard 11, Boîte 100, 1000 Brussels, Belgium VAT: BE 0431.340.786
Accenture Technology Ventures BVVA/SPRL Accounts Payables Department Rue Picard 11, Boîte 100, 1000 Brussels, Belgium VAT: BE.0473.565.678	*A.F.D. Belgium SPRL Accounts Payables Department Avenue des Arts 56, Boite 4C 1000 Brussels, Belgium VAT: BE.0867.158.422

**Please pay careful attention to Billing address and the invoice submission address in section 2.5 for A.F.D Belgium SPRL.*

- If you are issuing a credit note against a cancelled invoice, kindly quote the corresponding invoice reference against which the credit note is being issued; alternatively, please quote complete details for issuance of the credit note to enable us to account for it appropriately.

2.4 Special Instructions for Purchase Order (PO) Invoices

- Accenture require a Purchase Order (PO) for purchases of **\$1,000** and over. Please request a PO# from the requestor and clearly quote this on the invoice to ensure you comply with this policy (some local exemptions may apply; the requestor will advise you if this is the case)
- If you are providing goods and services to Accenture under more than one PO, you must invoice for each PO separately. Only one PO can be referenced per invoice.
- The details and item-wise breakup on the invoice must match exactly with the description noted on the PO. (For example, the 'Bill To' address must match exactly that outlined in the PO). Always reference the appropriate PO line item number for each line item on the invoice.
- Please note that a Purchase Requisition Number ("PRXXXXX") will **not** be accepted, please quote only a valid PO number (eg "60xxxxxxxx").
- Invoice value / quantity should **not** exceed the PO value/quantity. In case of any issues please contact your Accenture requestor to update the PO as required.

2.5 Submitting Invoices to Accenture

NOTE: The below instructions are intended for vendors who submit invoices manually, not using a specific tool (eg IQN, Ariba Network, Fieldglass, SAP RE-FX etc).

- Suppliers are requested to issue all invoices on a timely basis – at the latest within 15 days after the month in which the associated goods or services were performed or in which such fees, costs, expenses or charges were incurred.
- Kindly submit all invoices within **5 business days** from the invoice date. Invoices received over 30 days after the invoice date – or where the invoice due date has already passed - will be disputed by Accenture, with a request to reissue with a new invoice date or to establish an amending invoice.
- A reconciliation exercise should be completed by the supplier on at least an annual basis to ensure there are no outstanding invoices unpaid.
- Failure to issue or submit invoices on a timely basis may result in payments being delayed. **In no event shall Accenture be liable for any fees, costs, expenses or other charges where invoices are not submitted accurately or in a timely manner.**
- Please send a soft copy of the invoice (s) directly to acn.belgium.inv@accenture.com in a non-manipulative format e.g. PDF, TIF. Only invoices issued to **A.F.D. Belgium SPRL** with **VAT: 0867158422** should be submitted to AFD.BE.inv@accenture.com in a non-manipulative format e.g. PDF, TIF.
- Please submit 1 PDF document per invoice. Ensure that all supporting information related to a particular invoice is in 1 PDF file only, with the invoice being the 1st page and any other relevant supporting information on the subsequent pages.
- Max 1MB per attachment, Max 20 attachments per mail and Max 10MB per email (including attachments). Do **not** encrypt or digitally sign the emails.
- You will receive a notification on the success or failure of the submission of the invoice which will indicate our invoice tracking number (URN#). **This URN# should be used as a reference in all communications regarding your invoice.**
- Please check with customer support team (see section 2.7) before re-submitting any invoices that were submitted earlier. **Invoices sent to personal mailboxes or directly to Accenture employees will be deemed as not received.**
- Please do **not** submit original invoices to the Accenture employee who requested the goods or services. If you need to send a copy of the invoice to your contact at their request, please clearly indicate on the invoice that it is a copy and has already been submitted to Payables. This will help to prevent duplication in our systems and prevent payment delays.
- If for any reason you are not able to email the invoices, invoices can be posted / delivered to the above mentioned 'Bill To' Address – **please do not send directly to your Accenture contact.**

2.5.1 Other Systems Used for Invoice Submissions

Accenture also accepts invoices via other invoicing tools – if this applies, you should already have been contacted by Accenture separately and provided with all relevant training in these tools:

- a) **Ariba Network** - *This is an electronic document exchange tool, which is fully integrated & linked to supplier ERP systems.*
 - For any queries, please contact the Ariba Catalog and Network Enablement team at ACN.LA.EnablementSvc@accenture.com
- b) **T360** – *This tool is only applicable for legal advisors.*
 - Contact T360.administration@accenture.com for further assistance.
- c) **IQN** – *This tool is only applicable for staffing agencies providing Time & Material Services*
 - Contact cxhelpdesk@accenture.com for further assistance.
- d) **Fieldglass** - *Used in some areas to manage deliverable based services (SOWs)*
 - All supplier materials are uploaded into the [SAP Fieldglass Reference Library](#)
 - Contact ServicesSOW@accenture.com for further assistance.
- e) **SAP RE-FX** – *This tool is only applicable for Real Estate Management*
 - Landlords must follow guidelines provided by Local Workplace Team. Each new Landlord should receive instructions from Local Workplace at or around lease execution.

2.6 Accenture Supplier Standards of Conduct

Accenture is committed to conducting its business free from unlawful, unethical or fraudulent activity. Suppliers are expected to act in a manner consistent with the ethical and professional standards of Accenture set forth in the Accenture Supplier Standards of Conduct, including reporting promptly unlawful, fraudulent or unethical conduct. Accenture has established reporting mechanisms and prohibits retaliation or other adverse action for reporting such conduct. A copy of the Accenture Supplier Standards of Conduct can be found at the following address: www.accenture.com/codeofbusinessethics.

2.7 Further Information & Assistance

- Accenture is pleased to announce a service for its suppliers and vendors called [My Supplier Portal \(MSP\)](#). MSP is a web-based tool which enables suppliers to view the status of their invoices and payments information via the internet 24x7.
- The full MSP link is:
<https://eme.mysupplierportal.com/ACC/Pages/UI/Login.aspx>
- Please note that the acn.belgium.inv@accenture.com & AFD.BE.inv@accenture.com e-mail addresses are for **invoice submission only** – vendors submitting invoices via tools such as IQN, Ariba Network & Fieldglass should not use this mailbox. All queries, concerns or statements should be routed through our customer support team at AP.BeNeLux.Support@accenture.com.

- For information regarding your Accenture Supplier Profile, Invoices, Payments, Purchase Orders or access to My Supplier Portal, please contact Accenture at AP.BeNeLux.Support@accenture.com.
- Our Customer Service representatives are available at **0800 77632**, Monday through Friday to provide you with assistance.

3 Document Version Control

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Reviewers: Accenture Payables Lead & Gallia P+ Lead
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Version #	Date	Reason for Change
v1.0	14/05/2020	Move of supplier guide to new global template, reviewed by P+ and legal teams
v1.1	23/06/2020	Minor amendment to section 2.5
v2.0	11/10/2021	Accenture Supplier Standards of Conduct moved to section 2.6 & Minor amendment to note to section 2.5 & Addition to invoice submissions to section 2.5.1
v3.0	16/03/2023	Addition to sections 2.5 / 2.7 (new email ingestion inbox for AFD) & minor addition to note to section 2.5 & Addition to bill to address & Additional note to section 2.3 & Addition to introduction & minor cosmetic amendment to section 2.3.
v4.0	26/09/2023	Addition to section 2.5.1 (RE-FX) & Additional note to section 2.7 & Addition to note to section 2.5 (FG) & Minor cosmetic amendments

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