



Dear Supplier,

Thank you for your interest in providing goods or services to Accenture. We would like to give you some information regarding the content and the submission of your invoices that can help us to process them efficiently and avoid any delay in payments.

This note includes information about:

1. **Preparing Invoices for Accenture**
2. **Submitting Invoices to Accenture**
3. **Establishing and Maintaining Your Accenture Supplier Profile**

1. Preparing Invoices for Accenture

Please be sure that your invoice includes the following information:

- **Your invoice references:** your legal name and address, invoice number and invoice date, your registered tax office name and tax number
- **Your bank account :** Bank name, branch name, branch code, account number, IBAN
- **Accenture Purchase Order Number** (if P.O. has been issued)
- **Name of the Accenture contact** (in email format preferred) who requested the goods or services.
- **For Goods and Services provided to Accenture , here are the Billing Entities:** (Kindly address the invoice to right and relevant entity and address only)

A. Invoices to be issued for İstanbul main office:

Accenture Danışmanlık Limited Şirketi
RBS Binası,
Tamburi Ali Efendi Sokak No: 13 34337 Etiler,
İstanbul Turkey
Boğaziçi Kurumlar Vergi Dairesi
4810096560

B. Invoices to be issued for İzmir branch:

Accenture Danışmanlık LTD ŞTİ İzmir Şubesi
İzmir Teknoloji Geliştirme Bölgesi
IYTE Kampüsü Gülbahçe Mahallesi , Urla
İzmir Turkey
Boğaziçi Kurumlar Vergi Dairesi
4810096560

- **Payment Terms.** - Accenture's standard payment terms are 30 days from the date of invoice receipt. Please ensure that this payment terms are stated on the invoice unless alternative payment terms have been agreed in writing with Accenture personnel with power of attorney

Additional Instruction:

It is very important when supplying goods or services to Accenture, to do so only upon receipt of an official Purchase Order (PO). At the discretion of Accenture, goods or services received without an official purchase order could risk non-payment or delayed payment, unless an alternative arrangement has already been agreed with our procurement function. For any query please contact the Accenture procurement team on procurement.support@accenture.com.



Accenture's official Purchase Orders will be sent via email notifications from Accenture's procurement tool, Ariba Buyer, bearing the senders address: eprocmnt.mail@accenture.com. Please ensure you are able to receive emails from this address accordingly.

Other special instructions

- If you are providing goods and services to Accenture under more than one Purchase Order, you must invoice for each separately. Only one Purchase Order can be referenced per invoice.
- The format of the invoice must match the format of the Purchase Order. The following guidelines should be observed:
 - For goods, the total for each line must represent the extended amount for that good;
 - Charge for services and expenses must be itemized on separate lines;
 - Always review the 'comments' section on the Purchase Order for additional processing instructions;
 - Always quote the Purchase Order number (which starts with 45XXXXXXXX).
- **Please do not:**
 - Mark the purchase order number with a highlighter as this affects the quality of our invoice scanning;
 - Handwrite the Purchase Order numbers on the invoice (where possible);
 - Quote the Purchase Requisition number (which starts with PRXXXXXX)

2. Submitting Invoices to Accenture

Kindly send the hard copy of the invoices to the following relevant addresses only:

A. Invoices issued for Istanbul main office:

Accenture Danışmanlık Limited Şirketi
RBS Binası,
Tamburi Ali Efendi Sokak No: 13 34337 Etiler,
İstanbul Turkey

B. Invoices issued for Izmir branch:

Accenture Danışmanlık LTD ŞTİ İzmir Şubesi
İzmir Teknoloji Geliştirme Bölgesi
IYTE Kampüsü Gülbağçe Mahallesi , Urla
İzmir Turkey

We kindly ask you to submit in advance a .pdf copy of the invoice to the following email address: tr_controllership@accenture.com however in order to expedite the invoice processing of local suppliers in Turkey a physical copy of original invoice is mandatory which needs to be send by postal mail / hand / courier should be submitted to the above mentioned Accenture office address.
Please don't use this address to submit information requests



3. Establishing and Maintaining Your Accenture Supplier Profile

Please make sure the payment information Accenture has on file is always current. If invoice information such as your mailing address, purchase order receipt email address, bank information, phone or fax numbers change, please notify Accenture immediately by contacting Accenture at Turkey.rtp@accenture.com

4. Requesting information on invoices issued to Accenture

For more information and assistance regarding **invoice or payment processing**, please contact Accenture at Turkey.rtp@accenture.com

For **purchase request, purchase order, sourcing, or other procurement related inquiries**, please send it to Procurement.support@accenture.com

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 Code of Business Ethics*, 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 Code of Business Ethics* can be found at the following address:

[http://www.accenture.com/Global/About Accenture/Corporate Governance/CodeProgram.htm](http://www.accenture.com/Global/About%20Accenture/Corporate%20Governance/CodeProgram.htm)

Kind regards,

Accenture Danışmanlık Limited Şirketi
Accounts Payable department