

Thank you for your interest in providing goods or services to Accenture. Please help us ensure timely payment by following the guidelines below. These instructions include information about:

- Establishing and Maintaining Your Accenture Supplier Profile
- Preparing Invoices for Accenture
- Submitting Invoices to Accenture
- More information and Assistance

Establishing and Maintaining Your Accenture Supplier Profile

To receive payment from Accenture, your company must have a profile set up in Accenture's Financial Systems. If you will be invoicing Accenture, you must complete an Accenture Supplier Profile Form. If you have not yet received or completed this form, or are not sure whether you have a profile, please contact Accenture Accounts Payable at +1 (866) 444-2606 option 2, then 3 for assistance.

Please make sure the payment information Accenture has on file is always current. If your mailing address, purchase order receipt email address, contact information, bank information, phone or fax numbers change, please notify Accenture immediately by calling Accenture Accounts Payable at +1 (866) 444-2606 option 2, then 3

Preparing Invoices for Accenture

Include the following information on the invoice:

- Legal name of the supplier or contractor
- Supplier invoice number or applicable reference number
- Invoice date
- Email address and telephone / fax number
- Please mention your US/Canadian tax identification number on the invoice.
- Provide your banking information on the invoice. (Please note: Accenture does not pay via check)
- Remit Location (i.e., mailing address)
- Name of the Accenture contact who requested the goods or services. (This employee will be asked to confirm receipt of goods or services and verify the accuracy of the invoice.)
- Accenture "bill to" address must include:

Accenture LLP or other Accenture entities WITHOUT EXCEPTIONS
 Attention: [Accenture contact name: first name, last name]
 Street address
 City, State, Zip/Postal Code

Note: This address is used for sales tax purposes. Use the address where the goods or services will be delivered or the Accenture employee's office address.

- Itemized description of the goods or services that were received or rendered
- Taxes (where applicable)

Note: US Suppliers providing services to Canada -

If you are not incorporated in Canada, and you have a registered permanent establishment or registered branch in Canada, please include your Canadian Federal Business Number in your invoices.

- Total amount due: please, specify the currency in which you're going to invoice us.

For purchase order invoices also include:

- Ten-digit Accenture Purchase Order Number
- Purchase Order line item number (if applicable)
- Description of goods or services should correspond with PO line items

Special Instructions for Purchase Orders (POs)

- Accenture requires PO for purchases of \$10,000 and over in the **United States** and for purchases of \$1,000 and over in **Canada**. Lower thresholds may apply for certain commodities such as contractor resources, business cards, design and print, computer hardware/software and corporate housing.
- 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 format of the invoice must match the format of the PO and follow these guidelines:
 - Reference the appropriate PO line item number for each line item on the invoice.
 - For goods: the total for each line must represent the extended amount for that good.
 - For services: Charge for services and expenses must be itemized on separate lines.
- Always review the "Comments" section on the PO for additional processing instructions.

Submitting Invoices to Accenture

Below are the email addresses for submitting invoices to Accenture.

Country	Accenture entity	Email address
US	Accenture LLP	
	Purchase Order	acn.inv.USPO@accenture.com
	Non Purchase Order	acn.inv.USnonPO@accenture.com
	Foreign (Non US) Suppliers	acn.inv.USForeign@accenture.com
US	Proquire	acn.inv.USProquire@accenture.com
Canada	Accenture Inc	acn.inv.1200@accenture.com
	Accenture Business Services of British Columbia (ABSBC)	acn.inv.1203@accenture.com
	Accenture Business Services for Utilities Inc (ABSUI)	acn.inv.1220@accenture.com
	PCO Innovation Canada Inc and Hytracc Consulting Canada	acn.inv.1206@accenture.com

Please note that Accenture's standard payment terms for US and Canada are net 60 days after the date of the invoice.

How to Email invoices to Accenture

To use the Email option for sending invoices to Accenture please follow the below instructions

- Normal emails are accepted.
- Multiple Invoices (each as separate file) can be sent in one single mail either Zipped or Unzipped.

- It is advised not to have colored components in the email body.
- The allowed file Formats are DOC, .DOCX, .PDF, .TIFF, .XLS, .XLSX, .ZIP, .RAR
- The attachments (file names) in the emails shouldn't contain
 - White Spaces.
 - Special characters (\$, % etc.).
 - Non acceptable formats as per the design.
 - Macros in Office documents.
 - No Digital Signatures

The email sender will also get a confirmation of successful reception / rejected email. If you received a confirmation (unique number URN) for the previous submission then please do not submit the invoice again.

Also please note, the above email addresses are only for submitting invoices and any other queries should be directed to our CRM email address ASC.RTP.Payables@Accenture.com.

Please do not submit original invoices to the Accenture employee who requested the goods or services. If you send a copy of the invoice to your contact at their request, please clearly indicate the URN on the invoice and also inform that it's a copy and invoice is already submitted to Accenture accounts payable on email ID for submitting invoices. This will help to prevent duplication in our systems and prevent payment delays.

More Information or Assistance

Accenture My Supplier Portal

Accenture is pleased to announce a new service for its suppliers and vendors. The Vendor Portal is a web based product which operates alongside, and is complementary to, the Customer Relation Management (CRM). This service enables companies who supply Accenture with goods and/or services to view the status of their invoices and payments information via the internet, making the process of sharing data much more efficient. This enables you to view directly the status of your invoices in our accounting system at a time that suits you 24 hours a day, 7 days a week.

Below are the registrations steps:

<https://eme.mysupplierportal.com/ACC/Pages/UI/Login.aspx>

1. Click on Create New Account and complete the requested information.
2. Subsequently you will receive a mail from vps-mailer@accenture.com confirming the approval status and Login ID.
3. Accenture My Supplier Portal training User Guide is available on My Supplier Portal under help > training material.

For any other information please contact Accenture Customer Service Management at +1-866-444-2606 option 2, then 3. Customer service representatives are available Monday through Friday to provide you with assistance from 9:00 a.m. – 3:00 p.m. (CDT) Central Time.

Accenture's Code of Business Ethics

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

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