

The Supplier's Guide to Invoicing Accenture

(Not applicable for vendors using IQN, T-360, Ariba Network [EIPP] & LGI modes for invoicing Accenture)

Dear Supplier,

Thank you for providing goods or services to Accenture. These instructions include information about:

- **Establishing and Maintaining Your Accenture Supplier Profile**
- **Preparing Invoices for Accenture**
- **Special Instructions for Purchase Order Invoices**
- **Submitting Invoices to Accenture**

○ **Establishing and Maintaining Your Accenture Supplier Profile**

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 at AP.Nordics.Support@accenture.com.

○ **Preparing Invoices for Accenture**

Include the following information on the invoice:

- Your full legal name, address, VAT number and contact details of your finance team, for our reference in case of any queries.
- Invoice number/applicable reference number, invoice date and a detailed description of the goods or services that were delivered or rendered.
- Name/email address of the Accenture contact/requestor 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 before releasing the payment).
- Accenture Purchase Order number beginning with 60XXXXXXXX, where the goods & services are provided against a Purchase Order.
- Your complete banking details (Sort code, Swift Code, Account #, IBAN, etc.).
- Accenture VAT Number **DK13227500**

For delivery of Goods only to Accenture office (do not use this address for invoicing):

Accenture A/S
Ørestaden Arne Jacobsens Allé
152300 København

VAT Number: **DK13227500**

- Subcontractor invoices should be supported by copies of signed timesheets (wherever applicable).
- 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.

Accenture's standard payment terms are **30 days** from the invoice date, unless alternative payment terms have been agreed in writing with Accenture Procurement. Please ensure that the invoice due date on the invoice is stated accordingly.

○ **Special Instructions for Purchase Order Invoices**

If you are providing goods or services to Accenture under more than one Purchase Order, you must invoice for each Purchase Order separately. Only one Purchase Order can be referenced per invoice.

The format of the invoice must match the format of the Purchase Order 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: charges for services and expenses must be itemized on separate lines

All invoices submitted to Accenture must include adequate documentation, including, as applicable:

- (i) a statement that the Deliverables comply with the provisions of the Agreement;
- (ii) an explanation of the Deliverables provided during the period covered by the invoice, including applicable purchase order number, invoice number, invoice date, name of the requestor, description of the Deliverables and the corresponding price; and (iii) if expense reimbursement is provided for in the Agreement in relation to Supplier's services, itemized expenses with receipts or other documentation if a receipt is unavailable.

Always review the "**Comments**" section on the PO for additional processing instructions.

Please do not quote the Purchase Requisition Number (PRXXXXXX) instead of the Purchase Order Number (60XXXXXXXX).

Please do not over -invoice against the Purchase Order, however, contact the requestor to arrange additional amounts or to change the order.

○ **Submitting Invoices to Accenture**

- Kindly submit your invoices within **5 business days** from the invoice date; failure to do so can result in payments being delayed.
- Please send soft copy of the invoice(s) directly to **acn.denmark.einv@accenture.com** in a nonmanipulative format e.g. PDF, TIF. **Invoices sent to personal mailboxes will be deemed not received.**
- Multiple invoices (each as separate file) can be sent in one single mail, either Zipped or Unzipped.
- One PDF per invoice. Please ensure that supporting documents related to a particular invoice are in one PDF only, with the invoice being the 1st page and the relevant supports in 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.
- Auto intimation will be sent on successful submission/rejection of the invoice which will indicate our invoice tracking number (URN#). This URN# should be used as a reference in all communication with regards to your invoice.

- Please note that the acn.denmark.einv@accenture.com email address **is only for invoice submission** and all queries/concerns/statement should be routed through our customer support team (details provided on page 3).
- Please check with customer support team before re-submitting any invoices that have been submitted earlier.
- 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, as it has already been submitted to Accounts 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, do not post/deliver directly to your Accenture contact. Invoices can be posted/delivered to the following '**Mailing address**'.

Accenture A/S
Accounts Payable Department
Postbox 1732, Ørestad City
Denmark

○ **For More Information or Assistance:**

- Accenture is pleased to announce a new service for its suppliers and vendors. **My Supplier Portal** is a web based product which operates alongside, and is complementary to, the Customer Relation Management (CRM) team. This service enables suppliers to view the status of their invoices and payments information via the Internet 24/7.
- For information regarding your **Accenture Supplier Profile, Invoices, Payments, Purchase orders or access to My Supplier Portal**, please contact Accenture at AP.Nordics.Support@accenture.com. Alternatively, our Customer service representatives are available Monday through Friday to provide you with assistance from 12.00 p.m. – 6:00 p.m. at 80 88 35 18 / 19 (free phone) or + **420 225 578 751**.

Accenture is committed to conducting its business free from unlawful, unethical or fraudulent activity. Our Accenture Supplier Standards of Conduct, which supplement our Code of Business Ethics, set forth the standards and practices that Accenture suppliers are required to uphold. Accenture has established reporting mechanisms, and prohibits retaliation or other adverse action for reporting such conduct. Please find attached a copy of the Accenture [Supplier Standards of Conduct](#).

Kind regards,

Accenture Accounts Payable department
AP.Nordics.Support@accenture.com