

Dear Supplier,

As you are aware, **Zenta Pvt. Ltd. / Peninsula Capital Services Pvt. Ltd. / Sanchez Capital Services Pvt. Ltd. (together 'Zenta') are now a part of Accenture.**

The purpose of this document is to outline the information and guidelines that need to be ensured while billing to **Zenta** for smooth and timely payment. It consists of following points:

- ❖ Establishing and Maintaining Your Zenta Supplier Profile
- ❖ The Supplier's Guide to invoicing Zenta (Annexure I)
- ❖ Accounts Payable Help Desk Office Contact Details (Annexure II)
- ❖ Tax Guidelines & Requirement (Annexure III)

❖ **Establishing and Maintaining Your Zenta Supplier Profile**

If any change in your mailing address, purchase order receipt email address, contact information, bank information, phone or fax numbers, name or change in company status, please notify Accenture immediately by contacting Accenture at India.finance.center@accenture.com

For all invoice payment related queries, kindly email at India.finance.center@accenture.com. Please mention Accounts Payable as the subject line. Following details required to be furnished when you ask for payment status:-

- Invoice No.
- Invoice Date
- Amount
- Date of Invoice submission

Annexure-I

❖ **The Supplier's Guide to invoicing Zenta (Annexure I)**

1. Original copy in hard format to be sent
2. It should have a heading as VAT Invoice/ Tax Invoice/ Invoice/ Bill, as the case may be.
3. Invoice/ Document Number to be serially numbered.
4. Name and address of service provider/ seller.
5. Please mention PO number (Starting with 4500..... series) on the face of the invoice where invoice is against Purchase order (PO).
6. If you have not been issued a purchase order, please indicate the appropriate Accenture requestor name / contact (preferably in email id format).
7. Kindly ensure to **submit your invoices within 5 business days from the invoice date to Zenta** as given below.
8. Name of the service receiver/ purchaser should be mentioned as **Zenta Pvt. Ltd. / Peninsula Capital Services Pvt. Ltd. / Sanchez Capital Services Pvt. Ltd. , as applicable**

9. **Location/Place** where the service is rendered should be clearly mentioned with full address.
10. Description, **of service** to be mentioned.
11. Value of service – base value and the breakup of service tax i.e. Service Tax + Education Cess + Higher Education Cess to be shown separately.
12. Service tax registration No of the Service provider/TIN No of seller of goods.
13. Rate and value of **service tax / VAT to be mentioned separately**
14. Rate and value of **ECS to be mentioned separately.**
15. Value of bill in words – Total value of bill to be shown in words.
16. Authorized signatory should sign the invoice/Bill.
17. Defaced, mutilated documents not to be accepted – corrections should be duly countersigned.
18. Kindly ensure that the relevant supporting documents are attached to the invoice. (for e.g. Original Delivery Challan duly stamped; copy of purchase order if you have been given one etc).
19. **Special declaration** to appear in case of following services, where service provider is not charging full rate of service tax:
 - a. Mandap Keeper's Service
 - b. Tour Operators' Service
 - c. Renting of a Cab
 - d. Convention Services
 - e. Erection, Commissioning or Installation Services
 - f. Transportation of Goods by Road
 - g. Commercial or Industrial Construction Services
 - h. Outdoor Catering
 - i. Pandal or Shamiana Contractor's Services
 - j. Construction of complex
 - k. Goods Transport Operator
 - l. Works Contract Services
 - m. Hotel / Guest House Accommodation services

Invoice should contain the following Declaration:

- No CENVAT credit of duty on inputs and / or capital goods and/ or the CENVAT credit of service tax on input services (As applicable to each type of services), used for providing such taxable service, has been taken under the provisions of the CENVAT Credit Rules, 2004; or
20. Zenta's standard payment terms are **45 days** from the date of invoice. Please ensure that these payment terms are stated on the invoice unless alternative payment terms have been agreed in writing with Zenta personnel with Power of Attorney.

Important Note:

As you may be aware, vide notification 30/2012 of Service Tax, Govt. has added new type services on which full / part service tax liability is to be paid under reverse charge i.e. full / part service tax is to be paid by Accenture. In case of following type of services (except sponsorship), **when provided by Individual or Partnership Firm or AOP**, the full / part service tax liability is on Accenture and accordingly vendor should not charge / partly charge service tax in their invoice as per table given below.

Sr. No.	Type of service	Service tax to be charged by vendor	Service Tax to be paid by Accenture
1	Legal service by advocate or firm of advocate	0%	12.36%
2	Rent a cab service (with abatement)	0%	4.94%
3	Rent a cab service (without abatement)	7.42%	4.94%
4	Manpower supply service	3.09%	9.27%
5	Works contract service (Original Service)	2.47%	2.47%
6	Works contract service (other than Original Service)	3.71%	3.71%
7	Works contract service (AMC Service)	4.33%	4.33%
8	Sponsorship Service (incl. provided by company)	0%	100%

Annexure-II

ACCENTURE: Accounts Payable Help Desk Office Contact Details

Mumbai:

Contact Name: Milind Walzade / Seema Patel

Address: Zenta Private Limited
First Floor, Fairmont Building,
Hiranandani Business Park,
High Street, Powai, Mumbai - 400076
Tel: 91 22 3056 5728

E-mail Id: milind.walzade@accenture.com / seema.kamlesh.patel@accenture.com

Chennai:

Contact Name: Philipraja Francis

Address: Zenta Knowledge Services Pvt. Ltd.
421 A-D,431 A-C, Spencer Plaza,
4th Floor, 769 Anna Salai, Chennai – 600002.
Tel: 91 44 4209 4561

E-mail Id: philipraja.francis@accenture.com

Annexure III

❖ **Tax Guidelines & Requirement**

As you are aware that there is an amendment in Cenvat Credit Rules 2004, vide Notification No. 10/2007 dated March 1, 2007, no CENVAT credit shall be taken unless all the particulars as prescribed under the Central Excise Rules, 2002 or the Service Tax Rules, 1994, as the case may be, are contained in the invoice. Similarly, State VAT Acts requires certain details to be incorporated in invoices.

When Services are provided to SEZ unit, It may be noted that services **provided directly** in relation to immovable property **located within the SEZ** and **services provided in respect of goods, where** services are actually performed inside SEZ, Service tax is not payable in terms of Notification No. 40/2012 dated June 20, 2012. For other Services, vendor should raise invoice as per Rule 4A of Service Tax Rules 1994.

When there is supply of material to a unit located in SEZ against "Form I", the invoice should clearly mention that "CST exempt against Form I".

Please appreciate that from a good accounting and Tax perspective, any invoice not complying with the guidelines prescribed in Annexure – I would be returned for correction and hence would delay the payment process.

We draw your attention to comply with provisions of MSMED Act and provide us the registration certificate or provide the declaration (template attached) duly filled and signed by authorised signatory. You can find more details from the following link http://www.smallindustryindia.com/publications/msmed_actx.html

❖ **Required details as per MSMED Act.2006**

If your entity:

- falls in any of the classification given below under MSMED Act and
- is registered under this Act

Please provide the Copy of Registration Certificate.

If your entity:

- not falling under any of the classification given below under MSMED Act or
- not registered under MSMED Act.

please provide the Declaration duly filled in & signed by the authorized signatory mentioning specifically that they are not covered under the Act or not Registered under this Act (whichever is applicable).

Please find attached file of the format of Declaration Form as mentioned above.

Please note that **MSMED Act (THE MICRO, SMALL & MEDIUM ENTERPRISES DEVELOPMENT ACT, 2006)** is different from the **SSI (Small Scale Industries Act)**. Hence, please ensure that Registration Certificate copy is as per MSMED Act and not as per SSI Act.

The below given classification is the basis for deciding whether your entity is falling under MSMED Act.
Classification under the MSMED Act

Manufacturing Enterprises:	
Ceiling on Investment in Plant & Mach.	Classification
Up to Rs 25 Lac	Micro Enterprise
Rs 25 Lac to Rs 5 Crore	Small Enterprise
Rs 5 Crore to Rs 10 Crore	Medium Enterprise

Service Enterprises:	
Ceiling on Investment in Plant & Mach.	Classification
Up to Rs 10 Lac	Micro Enterprise
Rs 10 Lac to Rs 2 Crore	Small Enterprise
Rs 2 Crore to Rs 5 Crore	Medium Enterprise

Thanking you,

Yours sincerely,

For Accenture Services Private Limited