

# The Supplier's Guide to Invoicing Accenture Russia

Dear Supplier,

Thank you for providing goods or services to Accenture. This guide contains important information about:

- **Establishing and maintaining your Accenture supplier profile;**
- **Special instructions for purchase order invoices;**
- **Preparing invoices for Accenture;**
- **Submitting invoices to Accenture;**

## 1. Establishing and maintaining your Accenture supplier profile

Make sure the details we have on file remain current. Please notify Accenture immediately by contacting [russia.rtp@accenture.com](mailto:russia.rtp@accenture.com) if there are any changes to the following:

- Mailing address;
- Purchase order receipt email address;
- Contact information;
- Bank information;
- Phone or fax.

## 2. Special instructions for Purchase Order invoices

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 would risk non-payment, unless an alternative arrangement has already been agreed with our procurement function. You can contact Accenture Procurement at [Russia-procurement@accenture.com](mailto:Russia-procurement@accenture.com).

Accenture's official Purchase Orders will be sent via email notifications from Accenture's procurement tool, Ariba Buyer, bearing the senders address: [eprourement.mail@accenture.com](mailto:eprourement.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:
  - Always include ten-digit Purchase Order number (which starts with 45XXXXXXXX).
  - Reference the appropriate purchase order line item number for each line item on the invoice;
  - Description of goods or services should correspond with PO line items
  - Charge for services and expenses must be itemized on separate lines;
  - Always review the 'comments' section on the Purchase Order for additional processing instructions;

### 3. Preparing invoices for Accenture

Please take note of these rules and guidelines, so we can guarantee you a timely payment:

- Please include the ten-digit Purchase Order number beginning with 45xxxxxxx on the invoice (remember each invoice may only make reference to one Purchase Order). If a Purchase Order number is not indicated on the invoice, Accenture is not responsible for any payment delay and no allowance or penalty will be accepted.
- Please make sure your invoice includes the following information:
  - Legal name of your company,
  - Address of your company
  - Accenture's legal entity
  - Accenture's street address, city, zip Code and country
  - Invoice number
  - Invoice date
  - 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).
  - Total Amount due
  - Itemized description of goods (price and quantity - Net Amount, Vat Percentage, Vat Amount, Gross Amount-) or services that were received (it should correspond with PO line items) and time when goods or services have been / will be delivered
  - Taxes
  - VAT Identification number (INN/KPP)
  - Bank details - account, bank name, BIK, corr account for wire transfer payment, and IBAN and SWIFT if necessary
- Please do not submit your invoices to the Accenture employee who requested the goods or services. If you send a copy of the invoice to your Accenture contact, please clearly indicate on the invoice that it is a copy. This will help to prevent duplication in our systems and payment delays.
- Accenture's standard payment terms are 45 days from the date of invoice reception. Please ensure that these payment terms are stated on the invoice unless alternative payment terms have been agreed in writing with Accenture Procurement.

Any incomplete information may result in delay in payment from Accenture.

If you are issuing a credit note against a cancelled invoice, quote the corresponding invoice reference against which the credit note is being issued.

### 4. Submitting Invoices to Accenture

All invoices should be sent in original together with Act of Acceptance for service/Nakladnaya for goods and VAT invoice (Schet-Factura) directly to the following address:

**Russia, 115054, Moscow,  
Paveletskaya sq., 2/2  
Attn: Accounts Payable**

**More Information or Assistance**

For information regarding your Accenture Supplier Profile, invoice or payment processing,

Email: [russia.rtp@accenture.com](mailto:russia.rtp@accenture.com)

With kind regards,

Accenture Procurement

**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](http://www.accenture.com/Global/About_Accenture/Corporate_Governance/CodeProgram.htm)