

# 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](mailto: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 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 **LV40003584748**

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

Accenture Latvijas filiāle  
Brīvības iela 214,  
LV-1039, Rīga  
VAT Number: LV40003584748

- 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.
- All invoices for Accenture should be posted to the following 'Mailing' address and not to your Accenture contact.

**Accenture Latvijas filiāle**  
**Recepcija (Accounts Payable)**  
Brīvības iela 214,  
LV-1039, Rīga

Alternatively you can send soft copy (PDF format) of the invoice directly at [acn.latvia.einv@accenture.com](mailto:acn.latvia.einv@accenture.com) in a non-manipulative format e.g. PDF, TIF  
**Invoices sent to personal mailboxes will be deemed not received.**

- 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 on the invoice that it is a copy. This will help to prevent duplication in our systems and prevent payment delays.

○ **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](mailto: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. 020 796 719 / 58 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.Latvia@accenture.com](mailto:AP.Latvia@accenture.com)**

