

The Supplier's Guide to Invoicing Karmarama Limited

Dear Supplier,

Thank you for providing goods or services to **Karmarama Limited**. Please review and understand the below instructions and guidelines for doing business with **Karmarama**.

Karmarama and its affiliates has started to apply Accenture's Procurement processes, which we kindly ask you to take note of and applied as of **December 1, 2019**

➤ **Establishing and Maintaining Your Karmarama Supplier Profile**

Please make sure the payment information Karmarama 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 go to your companies' profile in the Supplier Hub and update the details.

If you haven't create yet your companies' profile in Accenture Supplier Hub, please reach out to Accenture immediately by contacting Accenture at CAM.Procurement.Supp@accenture.com and you will be provided with guidance and a link to Accenture Supplier Hub.

➤ **Credit Terms**

- Karmarama's standard payment terms are 30 days from the receipt of a valid legal duly submitted VAT Invoice (Refer to Submitting Invoices section), unless alternate payment terms have been agreed in writing with Procurement.
- Invoice due dates mentioned on the invoice will not be taken into consideration whilst making the payments.

➤ **Preparing Invoices for Karmarama**

Include the following information on the invoice:

- Your full legal Name, Address, VAT Number and contact details of your finance team for us to communicate 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.
- Email address of the Karmarama 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.)
- Karmarama Purchase Order number beginning with 60XXXXXXXX or 80XXXXXXXX on the invoices where the goods & services are provided against a Purchase Order.
- Your complete banking details. (Sort code, Swift Code, Account #, IBAN, etc.)
- Karmarama VAT Number **GB108268319**

- Karmarama Bill to Address:

**Karmarama Limited
Farringdon Place
20 Farringdon Road
London
EC1M 3HE
United Kingdom
VAT GB108268319**

- 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.

➤ **Special Instructions for Purchase Order Invoices**

- Karmarama requires Purchase orders (POs) for purchases of \$5,000 and above.
- If you are providing goods and services to Karmarama under more than one Purchase Order, you must invoice for each Purchase Order separately.
- The details and items wise breakup on the invoice must match exactly with the description noted on the purchase order. Always reference the appropriate PO line item number for each line item on the invoice.
- Please do not quote the Purchase Requisition Number (PRXXXXXX) instead of the Purchase Order Number
- Invoice value /Qty should not exceed the Purchase Order value/Qty. In case of any issues please contact your Karmarama requestor to update the PO as required.

➤ **Submitting Invoices to Karmarama**

- Kindly submit your invoices within **2 business days** from the invoice date; failure to do so could result in payments being delayed.
- Please send soft copy of the invoice (s) directly to CAM.UK.einv@accenture.com in a non-manipulative format e.g. PDF, TIF.
- Please submit 1 PDF per invoice. Ensure that all supporting related to a invoice are in 1 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.
- You will receive a notification 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 your communications with regards to your invoice.
- Please check with customer support team before re-submitting any invoices, submitted earlier.

Invoices sent to personal mailboxes or Karmarama employees will be deemed as not received.

- Please do not submit original invoices to the Karmarama 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's a copy and already submit 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, invoices can be posted /delivered to the above bill to address but not to your Karmarama contact.

➤ **More Information / Assistance:**

- Accenture is pleased to announce a new service for its suppliers and vendors called **My Supplier Portal (MSP)**. MSP is a web-based tool which enables suppliers to view the status of their invoices and payments information via the internet 24x7. MSP portal link: <https://eme.mysupplierportal.com/ACC/Pages/UI/Login.aspx>
- Please note that the CAM.UK.inv@accenture.com email address is only for invoice submission and all queries / concerns / statement should be routed through our customer support team at CAM.Procurement.Supp@accenture.com
- For information regarding your **Karmarama Supplier Profile, Invoices, Payments, Purchase orders or access to My Supplier Portal**, please contact Accenture at CAM.Procurement.Supp@accenture.com.
- **Supplier Hub Helpdesk:**
+44 2070268672 (Option 2)
+44 2034280960 (Option 3)

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