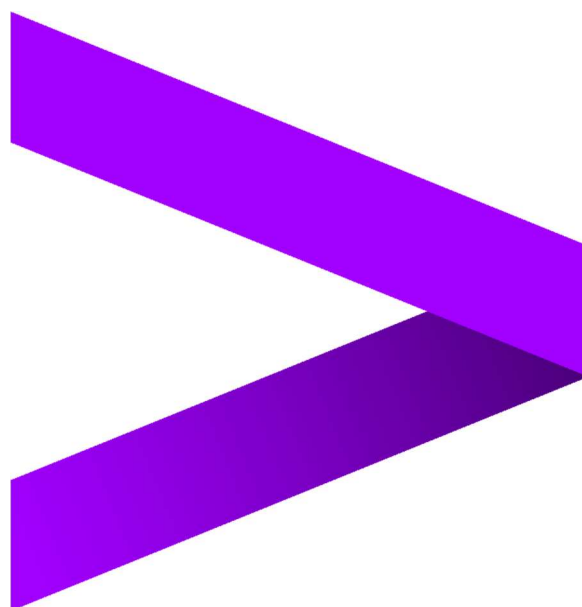




# **SUPPLIER'S GUIDE TO INVOICING**

**— ACCENTURE LATVIA**



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## 2 Introduction

Dear Supplier, thank you for providing goods or services to Accenture Latvia. Accenture always aims to pay suppliers on time, within the payment terms that have been agreed, and will also follow local government regulations where applicable. This can only be achieved with the co-operation of our suppliers – please follow the guidelines outlined in this document to ensure that we can meet these targets.

**NOTE: This guide is not applicable for suppliers using IQN, T-360 & LGI (Electronic form for Large Generated Invoices) modes for invoicing Accenture.**

### 2.1 Establishing and Maintaining Your Accenture Supplier Profile

- Please make sure the contact and payment information Accenture has on file is always current. If your mailing address, Purchase Order (PO) receipt email address, contact information, bank information, or phone numbers change, please notify Accenture immediately by e-mailing [AP.Nordics.Support@accenture.com](mailto:AP.Nordics.Support@accenture.com) or [AP.Latvia@accenture.com](mailto:AP.Latvia@accenture.com).

### 2.2 Credit Terms

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

### 2.3 Preparing Invoices for Accenture

Please include all of 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, Tax Identification # (if relevant), Total amount to be paid, and detailed description of the goods or services that were delivered or rendered.
- E-mail address of the Accenture contact who requested the goods or services. *Note: This employee will be asked to confirm receipt of the goods or service and verify the accuracy of the invoice before the payment can be released. This is essential if no PO number has been provided.*
- Accenture Purchase Order (PO) number **beginning with 60XXXXXXXX or 76XXXXXXXX** on the invoices (where the goods & services are provided against a PO). *Note: Accenture will not be liable for late payment fees if a PO number has been provided to the supplier but not included on the invoice.*
- Your complete banking details (Sort code, Swift Code, Account #, IBAN, etc)
- Full legal details of Accenture Latvijas filiale:

Accenture Latvijas Filiale  
Brivibas gatve 214, Riga, Latvia, LV-1039  
Reg. No.: 40003584748  
VAT No.: LV40003584748  
Bank: A/S Swedbank  
Account Nr. LV85HABA0551013334241  
BIC/SWIFT code: HABALV22Accenture

- Accenture Bill to Address:  
Accenture Latvijas filiāle  
Recepcija (Accounts Payable)  
Brīvības gatve 214,  
Rīga,  
Latvia, LV-1039  
VAT No.: 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.

#### 2.4 *Special Instructions for Purchase Order (PO) Invoices*

- If you are providing goods and services to Accenture under more than one PO, you must invoice for each PO separately. Only one PO can be referenced per invoice.
- The details and item-wise breakup on the invoice must match exactly with the description noted on the PO. (For example, the 'Bill To' address must match exactly that outlined in the PO). Always reference the appropriate PO line item number for each line item on the invoice.
- Please note that a Purchase Requisition Number ("PRXXXXX") will **not** be accepted, please quote only a valid PO number (eg "60xxxxxxx").
- Invoice value /quantity should **not** exceed the PO value/quantity. In case of any issues please contact your Accenture requestor to update the PO as required.

#### 2.5 *Submitting Invoices to Accenture*

**NOTE: If you are a supplier who has accepted to invoice Accenture over the Ariba Network, the below guidelines do not apply - you will need to submit your invoices via the Network and not via email or post.**

- Suppliers are requested to issue all invoices on a timely basis – at the latest within 30 days after the month in which the associated goods or services were performed or in which such fees, costs, expenses or charges were incurred.
- Kindly submit all invoices within **5 business days** from the invoice date.
- A reconciliation exercise should be completed by the supplier on at least an annual basis to ensure there are no outstanding invoices unpaid.
- Failure to issue or submit invoices on a timely basis may result in payments being delayed. **In no event shall Accenture be liable for any fees, costs, expenses or other charges where invoices are not submitted accurately or in a timely manner.**
- Please send a soft copy of the invoice (s) directly to [AP.Latvia@accenture.com](mailto:AP.Latvia@accenture.com) in a non-manipulative format e.g. PDF, TIF.
- Please submit 1 PDF document per invoice. Ensure that all supporting information related to a particular invoice is in 1 PDF file only, with the invoice being the 1st page and any other relevant supporting information on 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 communications regarding your invoice.**
- Please check with customer support team (see section 2.6) before re-submitting any invoices that were submitted earlier. **Invoices sent to personal mailboxes or directly to Accenture employees will be deemed as not received.**
- 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 and has already been submitted to 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 mentioned 'Bill To' Address – **please do not send directly to your Accenture contact.**

## 2.6 Further 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.
- The full MSP link is: <https://eme.mysupplierportal.com/ACC/Pages/UI/Login.aspx>
- Please note that the [AP.Latvia@accenture.com](mailto:AP.Latvia@accenture.com) email address is for **invoice submission** – all queries, concerns or statements should be routed through our customer support team at [AP.Nordics.Support@accenture.com](mailto:AP.Nordics.Support@accenture.com).
- 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).
- Our Customer Service representatives are available at the below numbers, Monday through Friday to provide you with assistance from 12:00 to 18:00 (GMT). Please call: 80 88 35 18 / 19 (free phone) or + 420 225 578 751.

*FOOTNOTE: 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: [www.accenture.com/codeofbusinessethics](http://www.accenture.com/codeofbusinessethics)*

### 3 Document Version Control

**Owner:** Nordics P+ Lead  
**Reviewer:** Accenture Payables Lead and Nordics P+ Lead  
**Review Frequency:** Bi-annually

<b>Version #</b>	<b>Date</b>	<b>Reason for Change</b>
v1.0	11/05/2020	Existing supplier guide transferred to new global template, with agreed amendments.

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