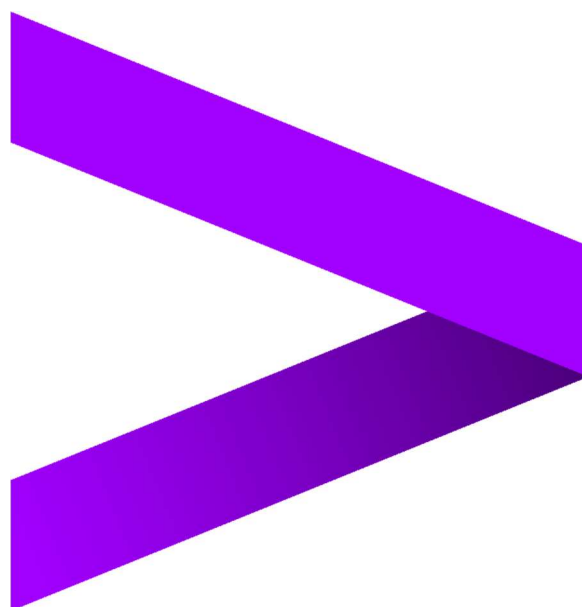




# **SUPPLIER'S GUIDE TO INVOICING**

**— MAINLAND CHINA**



# 1.1 Contents

|          |   |          |
|----------|---|----------|
| 1.1      | <i>Contents</i> .....   | 2        |
| <b>2</b> | <b>Introduction</b> .....   | <b>3</b> |
| 2.1      | <i>Establishing and Maintaining Your Accenture Supplier Profile</i> ..... | 3        |
| 2.2      | <i>Payment Terms</i> .....  | 3        |
| 2.3      | <i>Preparing Invoices for Accenture</i> .....                             | 3        |
| 2.4      | <i>Special Instructions for Purchase Order (PO) Invoices</i> .....        | 4        |
| 2.5      | <i>Submitting Invoices to Accenture</i> .....                             | 4        |
| 2.6      | <i>Further Information &amp; Assistance</i> .....                         | 5        |
| 2.7      | <i>Invoice To Addresses</i> .....   | 5        |
| <b>3</b> | <b>Document Version Control</b> .....                                     | <b>8</b> |

## 2 Introduction

Dear Supplier, thank you for providing goods or services to Accenture. 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 have on file are always current. If your company name, mailing address, Purchase Order (PO) receipt email address, contact information, bank information, phone numbers or fax numbers change, please notify Accenture immediately by e-mailing [ap.gc.support@accenture.com](mailto:ap.gc.support@accenture.com).

### 2.2 Payment Terms

- Accenture's standard payment terms are **60 days** from the receipt of a valid legal duly submitted VAT Invoice (Refer to 'Submitting Invoices', section 2.5), unless alternate payment terms have been agreed in writing with Accenture Procurement Plus.
- Invoice due dates mentioned on the invoice will **not** be taken into consideration whilst making the payments.

### 2.3 Preparing Invoices for Accenture

Please include all of the following information on the invoice:

- Your full legal Name, Address, taxpayer's Identification number
- Invoice number
- Invoice date
- Invoice amount (in letter)
- Invoice amount
- Detailed description or invoice nature of the goods or services that were delivered or rendered
- Accenture Purchase Order (PO) number **beginning with 60XXXXXXXX** on the invoices (where the goods & services are provided against a PO). *Note: Please type the PO number in the comments field on the invoice, please do not write. Please do not mark the purchase order number with a highlighter as this affects the quality of our invoice scanning. 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.*
- E-mail address of the Accenture contact who requested the goods or services. *Note: If invoices are sent by mail, the Accenture contact person must write on the packages. 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.*

- Company chop
- State tax bureau supervised-made seal
- Your complete banking details (Bank name, Account number, etc.)
- Accenture Bill to Address (including Accenture Legal Entity) – see section 2.7 for full details

## 2.4 Special Instructions for Purchase Order (PO) 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 [procurement.support@accenture.com](mailto:procurement.support@accenture.com).
- Accenture's official Purchase Orders will be sent via email or fax notifications from Accenture's procurement tool, Ariba Buyer, bearing the sender's address via email: [Accenture.Purc.Order@accenture.com](mailto:Accenture.Purc.Order@accenture.com). Please ensure you are able to receive emails from this address accordingly.
- Accenture requires a Purchase Order (PO) for all invoices, regardless of value. Please request a PO# from the requestor and clearly quote this on the invoice to ensure you comply with this policy (some local exemptions may apply; the requestor will advise you if this is the case)
- 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.
- Please send original Hard copy invoice(s) directly to Accenture contact who requested the goods or services within **5 business days** from the invoice date. Invoices received over 30 days after the invoice date – or where the invoice due date has already passed - will be rejected by Accenture, with a request to reissue with a new invoice date.
- Suppliers should send their invoice 'for the attention of' the Accenture contact at the 'Invoice To' address, unless otherwise directed by their Accenture contact.
  - The Accenture contact can be found in the Purchase Order: "Requested by: xxx".
- 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 check with customer support team (see section 2.6) before re-submitting any invoices that were submitted earlier. **Invoices sent to non-Accenture mailboxes will be deemed as not received.**
- A reconciliation exercise should be completed by the supplier on at least an annual basis to ensure there are no outstanding invoices unpaid.

## 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>
- All queries, concerns or statements should be routed through our customer support team at [ap.gc.support@accenture.com](mailto:ap.gc.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.gc.support@accenture.com](mailto:ap.gc.support@accenture.com).
- In the event of any conflicts between English version and the others, the English version prevails.

## 2.7 Invoice To Addresses

|  |   |   |
|--|---|---|
| <p><b>Accenture (China) Co. Ltd.</b><br/>30/F., Shanghai Central Plaza, 381 Huai Hai Zhong Road, Shanghai 200020, China<br/>埃森哲(中国)有限公司<br/>上海市淮海中路 381 号中环广场 30 层 2000020</p>   | <p><b>Accenture (China) Co., Ltd Zhabei Branch</b><br/>6/F-7/F, Building 5, Daning Life Hub, 1898 Gong He Xin Road, Shanghai 200072, China<br/>埃森哲 (中国) 有限公司<br/>闸北分公司<br/>上海市静安区共和新路 1898 号第 5 幢第 6 层部分、第 7 层部分 200072</p>                         | <p><b>Accenture (China) Co., Ltd Guangzhou Branch</b><br/>13/F, Xin Yuan Building, No. 898 Tianhe Bei Road, Tianhe District, Guangzhou, Guangdong 510898, China<br/>埃森哲 (中国) 有限公司<br/>广州分公司<br/>广州市天河北路 898 号信源大厦 13 层 510898</p>                 |
| <p><b>Accenture (China) Co., Ltd Guangzhou Tianhe Branch</b><br/>14/F, Xin Yuan Building, No. 898 Tianhe Bei Road, Guangzhou Guangdong 510898, China<br/>埃森哲 (中国) 有限公司<br/>广州天河分公司<br/>广州市天河区天河北路 898 号 14 楼 01 房 510898</p> | <p><b>Accenture (China) Co., Ltd Chengdu Branch</b><br/>7-8F, Building C7, Tianfu Software Park, No.219 Tian Hua 2nd Road, High-tech Zone, Chengdu 610041, China<br/>埃森哲 (中国) 有限公司<br/>成都分公司<br/>成都市高新区高新区天华二路 219 号天府软件园 C 区 7 号楼 7-8 层 610041</p> | <p><b>Accenture (China) Co., Ltd Beijing Branch</b><br/>No. 1- 12, 2101, Building 1, No. 1 East Third Ring Middle Road, Chaoyang District, Beijing 100020, China<br/>埃森哲 (中国) 有限公司<br/>北京分公司<br/>北京朝阳区东三环中路 1 号 1 幢 2 单元 2101 内 1-12 号 100020</p> |

|   |  |   |
|---|--|---|
| <p><b>Qi Jie (BeiJing) Information Technology Co., Ltd</b><br/> No. 13, 2101, Building 1, No. 1 East Third Ring Middle Road, Chaoyang District, Beijing 100025, China<br/> 启捷（北京）信息技术有限公司<br/> 北京朝阳区东三环中路 1 号 1 幢 2 单元 2101 内 13 号 100025</p> | <p><b>Accenture Technology Solutions (Dalian) Co., Ltd</b><br/> Building 24, No.44, East Digital Road, Shahekou District, Dalian 116023, China<br/> 埃森哲信息技术（大连）有限公司<br/> 辽宁省大连市沙河口区软件园东路 44 号 24 号楼三层、四层 402 号、五层至十一层 116023</p> | <p><b>Accenture Technology Solutions (Dalian) Co., Ltd Shanghai Branch</b><br/> 26/F Zhao Feng Plaza, 1027 Chang Ning Road, Changning District, Shanghai 200050, China<br/> 埃森哲信息技术（大连）有限公司上海分公司<br/> 上海市长宁区长宁路 1027 号 2605-2608 室 200050</p> |
| <p><b>Accenture Enterprise Development (Shanghai) Co., Ltd.</b><br/> 1F, 1No. 251Yaohua Road, China (Shanghai) Pilot Free Trade Zone, Shanghai 200126, China<br/> 埃森哲企业发展（上海）有限公司<br/> 中国(上海)自由贸易试验区耀华路 251 号一幢一层 200126</p>                  | <p><b>Shun Zhe Technology Development Co., Ltd</b><br/> 3F, 1No. 400 Fangchun Road, China (Shanghai) Pilot Free Trade Zone, Shanghai 201207, China<br/> 顺哲科技发展有限公司<br/> 中国(上海)自由贸易试验区芳春路 400 号一幢三层 201207</p>                    | <p><b>Accenture (China) Shenzhen China</b><br/> 06B-08, 15/F AVIC Center, No1018, Huafu Road, Futian District, Shenzhen, China<br/> 埃森哲（中国）深圳有限公司<br/> 深圳福田区华强北街道华富路 1018 号中航中心大厦 15 楼 06B、07、08 单元</p>                                       |
| <p><b>Mackevision CG T &amp; S (Sh) Co Ltd Beijing</b><br/> Building 11 Diantong Creative Plaza, Jiuxianqiao Rd, North 7, Chaoyang District, Beijing, China<br/> 迈科伟城图像技术服务（上海）有限公司北京分公司<br/> 中国北京市朝阳区酒仙桥北路 7 号电通创意广场 11 号楼</p>               | <p><b>Mackevision CG T &amp; S (Shanghai) Co Ltd</b><br/> 1202, 12F, building A CCIG Centre, 331 North Caoxi Rd, Xuhui District, Shanghai, China<br/> 迈科伟城图像技术服务（上海）有限公司<br/> 中国上海市徐汇区漕溪北路 331 号中金国际广场 A 座 1202 室</p>            | <p><b>SH BYE - Shanghai Baiyue Advertising Co., Ltd.</b><br/> Room P292, No. 107, Lane 421, Siping road, Hongkou District, Shanghai, China<br/> 上海拜越广告有限公司<br/> 上海市虹口区四平路 421 弄 107 号 P292 室</p>  |
| <p><b>CD Mensa - Chengdu Mensa Advertising Co., Ltd.</b><br/> 1321, Tower B, Shiwaitaoyuan, No. 65, Kehua North Road, Wuhou District, Chengdu, China<br/> 成都门萨广告有限公司</p>  | <p><b>SH Aorui - Aorui Advertising Co., Ltd</b><br/> Room 3202, No. 3, Lane 1755, Yunbei Road, Nanxiang Town Jiading District, Shanghai<br/> 奥瑞广告（上海）有限公司<br/> 嘉定区南翔镇蕴北公路 1755 弄 3 号 3202 室</p>                                  | <p><b>SH designaffairs Business Consulting (Shang-hai) Co., Ltd. - (designaffairs AFF CHINA)</b><br/> 4A-205/209-50, Moganshan Rd, Putuo District, Shanghai, China<br/> 大略商务咨询（上海）有限公司</p>  |

|  |  |   |
|--|--|---|
| 成都市锦江区锦华路一段 8 号 1 栋 11 单元 6 层 639 号  |  | 上海市普陀区莫干山路 50 号 4A 楼 205 室  |
| <b>Accenture Technology Solutions (Dalian) Co., Ltd. Shanghai Branch</b><br>26/F, Zhao Feng Plaza, 1027 Chang Ning Road, Shanghai 200050, China<br>埃森哲信息技术（大连）有限公司上海分公司<br>上海市长宁区长宁路 1027 号 2605-2608 室  | <b>Avanade (Guangzhou) Comp Tech Dev Co. Ltd</b><br>Unit3114, 31/F, NO.898, Xinyuan building, Tianhe Bei Road, Tianhe District, Guangzhou, China<br>广州市埃维诺电脑技术开发有限公司<br>广州市天河区天河北路 898 号信源大厦 31 楼 3114 室           | <b>Avanade (GZ) Comp Tech Dev Co. Ltd-SH Br</b><br>Suite 1801, 18/F Central Plaza 381 Middle Huaihai Road, Huangpu District, Shanghai, China<br>广州市埃维诺电脑技术开发有限公司上海分公司<br>上海市黄浦区淮海中路 381 号 18 层 1801 室   |
| <b>Avanade (Guangzhou) Computer Technology Development Co. Ltd Beijing Branch</b><br>No. 16, 2101, Building 1, No. 1 East Third Ring Middle Road, Chaoyang District, Beijing, China<br>广州市埃维诺电脑技术开发有限公司北京分公司<br>北京市朝阳区东三环中路 1 号 1 幢 2 单元 2101 内 16 号单元 | <b>Inventor Advertisement (Beijing) Co., Ltd. Shanghai Branch</b><br>Room 301, Building 4, 50 Yuyao Road, Jing'an District, Shanghai 200041, China<br>华洋信科（北京）广告有限公司上海分公司<br>上海市静安区海防路 555 号(同乐坊)6 号楼 301 室 200041 | <b>Accenture (Shenzhen) Technology Co., Ltd.</b><br>B3102, B3103, Building 10, Shenzhen Bay Eco-Technology Park, NO.10, Gaoxin Nan Jiu Road, Hi-Tech Zone Community, Yuehai Street, Nanshan District, Shenzhen, China<br>埃森哲（深圳）科技有限公司<br>深圳市南山区粤海街道高新区社区南九道 10 号深圳湾科技生态园 10 栋<br>B3102、B3103 |
| <b>NJ Demeng - Nanjing Demeng Advertising Co., Ltd.</b><br>2 / F, unit B, No. 300, wisdom road, Qilin science and Technology Innovation Park, Nanjing, China<br>南京德盟广告有限公司<br>南京市麒麟科技创新园智汇路 300 号 B 单元 2 楼   |  |   |

*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:** Greater China P+ Lead  
**Reviewer:** Accenture Payables Lead and Greater China P+ Lead  
**Review Frequency:** Bi-annually

| <b>Version #</b> | <b>Date</b> | <b>Reason for Change</b>  |
|------------------|-------------|---|
| 1.0 FINAL        | 04/06/2020  | Existing supplier guide transferred to new global template, reviewed by all leads |



Copyright © 2020 Accenture  
All rights reserved.

Accenture and its logo are  
trademarks of Accenture.