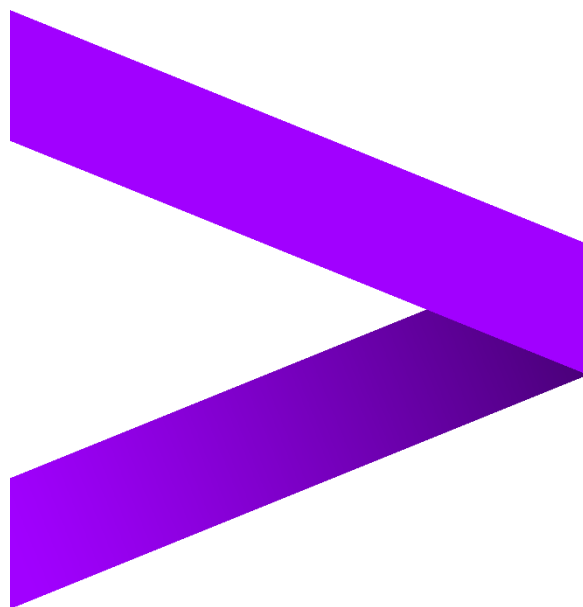




# **SUPPLIER'S GUIDE TO INVOICING**

**— ACCENTURE RUSSIA**



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## 2 Introduction

Dear Supplier, thank you for providing goods or services to Accenture Russia. 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.

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

### 2.2 Payment Terms

- Accenture's standard payment terms are **30 calendar days**, from the receipt of a valid legal duly submitted original 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, 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), VAT amount and total amount to be paid, and detailed description of the goods or services that were delivered or rendered.
- Contract Number
- 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 (Swift Code or BIK, Account # or IBAN, correspondent account, bank name), VO codes if needed.
- VAT Identification number (INN/KPP)
- Accenture Legal Entity (ACCENTURE LLC):
- 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.

- Signatures of authorized persons

#### **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 Russia [inna.roukhadze@accenture.com](mailto:inna.roukhadze@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.
- 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 "**60xxxxxxxx**").
- 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**

- 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.**
- All invoices should be sent in original hard copy format only together with an Act of Acceptance for service / 'Nakladnaya' for goods and VAT invoice (Schet-Factura) directly to the following address:

Accounts Payable  
115054, Moscow,  
Paveletskaya sq., 2 Building 2  
Russia

- 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.

## **2.6 Accenture Supplier Standards of Conduct**

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 Supplier Standards of Conduct, 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 Supplier Standards of Conduct can be found at the following address: [www.accenture.com/codeofbusinessethics](http://www.accenture.com/codeofbusinessethics).

## **2.7 Further Information & Assistance**

- For information regarding your Accenture Supplier Profile, Invoices, Payments, Purchase Orders please contact Accenture at [russia.rtp@accenture.com](mailto:russia.rtp@accenture.com).

### 3 Document Version Control

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

<b>Version #</b>	<b>Date</b>	<b>Reason for Change</b>
v1.0	20/05/2020	Transfer of existing supplier guide into new global template
v1.1	12/04/2021	Minor amendment to section 2.5
v2.0	29/09/2021	Accenture Supplier Standards of Conduct moved to section 2.6

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