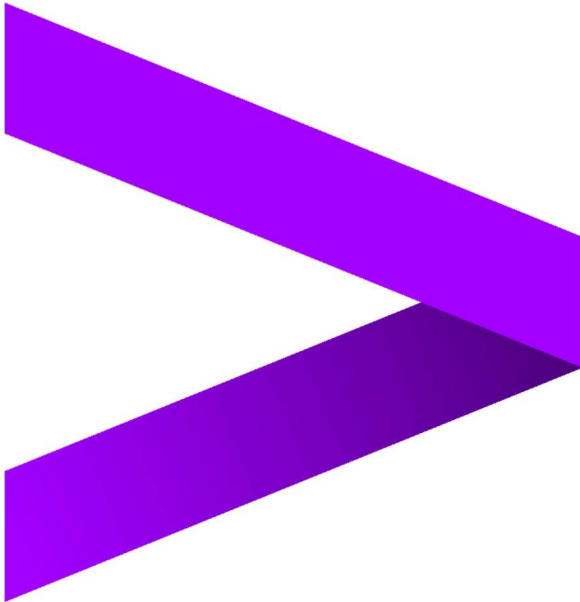




SUPPLIER'S GUIDE TO INVOICING

— PHILIPPINES



1.1 Contents

1.1	Contents.....	2
2	Introduction	3
2.1	<i>Establishing and Maintaining Your Accenture Supplier Profile.....</i>	3
2.2	<i>Credit Terms</i>	3
2.3	<i>Preparing Invoices for Accenture and its Affiliate.....</i>	3
2.4	<i>Special Instructions for Purchase Order (PO) Invoices.....</i>	4
2.5	<i>Submitting Invoices and Official Receipts to Accenture and its Affiliate</i>	4
2.6	<i>Further Information & Assistance.....</i>	6
3	Document Version Control	8

2 Introduction

Dear Supplier, thank you for providing goods or services to Accenture, Inc. and its affiliates. 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 updating the details in your company's profile in the [Supplier Hub](#).
- If you haven't yet created your company's profile in Accenture Supplier Hub, please reach out to Accenture immediately by contacting Accenture at PhilsDC.Vendors@accenture.com and you will be provided with guidance and a link to Accenture Supplier Hub.

2.2 Credit Terms

- Accenture's standard payment terms are **60 days**, from the receipt of a satisfactory and compliant invoices (Refer to 'Preparing Invoices' section 2.3 and '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 and its Affiliate

Please include all of the following information or validation when issuing invoice and supplementary receipts:

- Invoice must be ATP compliant - **BIR RR18-2012** (*Philippine vendors only*)
- Invoice must be billed and addressed to:

Entity	Billed To	Billed to Address
Accenture	Accenture, Inc.	7th Floor Cybergate Tower 1 Pioneer St., Mandaluyong City
Orbium	Orbium, Inc	26F Robinsons Summit Center, 6783 Ayala Avenue, Makati City, Manila Philippines

- Invoice date must be clearly provided on the invoice
- Invoice subject to VAT must clearly indicate breakdown between the vatable sales and vat amount
- Requestor details (complete e-mail address) must be clearly provided on the invoice
- Purchase Order copy attached and quoted on the invoice
- Delivery date or service period clearly provided on the invoice

- For goods, signed delivery receipt, as applicable, must be attached to the invoice (with complete details as to delivery address, authorized Accenture POC name, signature and delivery date)
- For services, signed certificate of completion or service acknowledgement form, as applicable, must be attached to the invoice (with complete details as to service period, delivery address, authorized Accenture POC name, signature and acknowledgement date)
- Invoice vendor name must match PO vendor name
- Invoice currency must match PO currency
- Invoice line item description must match PO line item description
- PO must be valid with sufficient balance (amount/quantity)
- PO amount/line item amount sufficient to cover the invoice amount/line item amount
- PO quantity/line item quantity sufficient to cover the invoice quantity/line item quantity
- Invoice unit price must match PO unit price
- Purchase order with “Farm-In Permit: Yes” indicator must be duly supported by PEZA Farm In Permit copy with complete details (Control number, PO number, Item description, Delivery address, Signed/Authorized)
- Invoice, Delivery Receipt, Certificate of Completion, PEZA Farm-In Permit delivery address must match with PO delivery address
- Invoice must be billed and received within **90 days** from delivery date or service period end date
- 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

- Accenture shall strictly enforce “**No PO No Payment**” policy. Please request a PO# from the requestor and clearly quote this on the invoice and attach a copy 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. (Refer to ‘Preparing Invoices’, section 2.3 for the complete guideline).
- 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 (e.g. “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 and Official Receipts to Accenture and its Affiliate

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 90 days** after the date in which the associated goods or services were performed or in which such fees, costs, expenses or charges were incurred.

- 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 invoice being rejected or 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.**
- Invoice should be submitted to our **official invoice receiving area** only as mentioned below. Invoices routed to other channels or contacts will not be honored.

Accenture Suppliers

<p>Manila Vendors G.23 Ground Floor of Cybergate Tower 2, Pioneer Street, Mandaluyong City</p> <p><i>(Monday – Friday, 9:00am – 3:00pm)</i></p>	<p>Cebu Vendors Mailroom UGF Pioneer Building L8 B14, Cardinal Roces Avenue, Corner Panglao St. Cebu Business Park Ayala Cebu City</p> <p><i>(Monday – Friday, 8:00am -12:00nn)</i></p>	<p>Ilocos Vendors Courier invoices to: RTP Receiving Area G.23 Ground Floor of Cybergate Tower 2, Pioneer Street, Mandaluyong City, Philippines</p>
<p>Foreign Vendors</p> <ul style="list-style-type: none"> • You can send electronic invoices to acn.inv.manilaph@accenture.com. Kindly observe below guidelines: <ul style="list-style-type: none"> - Generation of unique reference (URN) is per attachment so make sure to attach invoice and any supporting documents e.g. PO copy, email approval and etc. in one attachment as zipped file. - You can send multiple invoices in one email, just separately attach the invoices plus supporting documents in separate zipped files so the system will generate unique reference per attachment. - These are the only allowed file types: DOC, .DOCX, .PDF, .TIF, .TIFF, .XLS, .XLSX, .ZIP, .RAR - The acn.inv.manilaph@accenture.com email id is for invoice submission only and queries to that email address will go unattended. All queries regarding your submission should be addressed only to PhilsDC.Vendors@accenture.com. • You will still be required to submit hard copy via courier after sending your electronic invoice. Please mail it to: <p>RTP Receiving Area G.23 Ground Floor of Cybergate Tower 2, Pioneer Street, Mandaluyong City, Philippines</p> 		

Orbium Suppliers

Manila Vendors

26F Robinsons Summit Center, 6783 Ayala Avenue, Makati City, Manila Philippines

Foreign Vendors

You can send electronic invoices to:

erika.jayne.galano@accenture.com

rhynz.g.razo@accenture.com

- Accenture shall not honor any invoice received after **three (3) months** from date of service or delivery of goods.
- 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** (except for Orbium suppliers where designated individuals have been identified to receive invoices).
- 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.
- You shall receive a Payment Advice to inform you of the payment we made. This notification should trigger the issuance and submission of Official Receipt/Collection Receipt (applicable for Philippine vendors only):
 - Official receipts should be submitted upon receipt of payment.
 - Official receipts should indicate the following:
 - *Payee: Accenture, Inc. (Accenture transactions)*
Orbium, Inc. (Orbium transactions)
 - *Date: OR issue date*
 - *Amount Paid as indicated in our Payment Advice and should not be net of any bank charges deducted by the recipient bank (To avoid inward bank charge, nominate a bank account that is PesoNet registered.)*
 - *Reference: Clearing Reference as provided in the Payment Advice*
 - Official receipts should be compliant with BIR RR18-2012
 - Non-compliant official receipts shall be consequently rejected.
 - Failure to issue timely and compliant official receipts shall enforce Accenture's right to withhold succeeding payments without need of prior notice or demand.

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 all queries, concerns or statements should be routed through our customer support team at PhilsDC.Vendors@accenture.com.
- For information regarding your Accenture Supplier Profile, Invoices, Payments, Purchase Orders or access to My Supplier Portal, please contact Accenture at PhilsDC.Vendors@accenture.com.
- Our Customer Service representatives are available Monday through Friday to provide you with assistance from 9:00 am to 6:00 pm (GMT+8).

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

3 Document Version Control

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

Version #	Date	Reason for Change
v1.0	27/04/2020	Transferred existing supplier guide to new global template
v2.0	07/07/2020	Amended to include details of Accenture affiliates (Orbium)

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