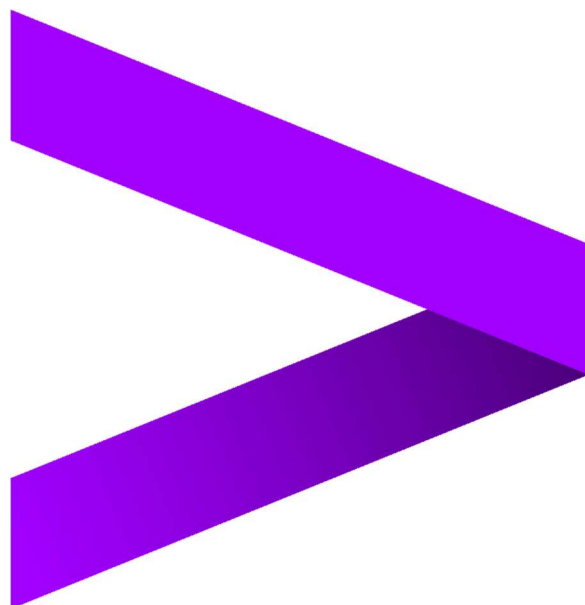




# **SUPPLIER'S GUIDE TO INVOICING**

## **— AVANADE SWITZERLAND**



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## 2 Introduction

Dear Supplier, thank you for providing goods or services to Avanade Switzerland. Avanade 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 Avanade.**

### 2.1 Establishing and Maintaining Your Avanade Supplier Profile

- Please make sure the contact and payment information Avanade 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 Avanade immediately by e-mailing [AP.ASG.Support@accenture.com](mailto:AP.ASG.Support@accenture.com) OR by updating the details in your company's profile in the [Supplier Hub](#).
- If you haven't yet created your company's profile in Avanade Supplier Hub, please reach out to Avanade immediately by contacting [AP.ASG.Support@accenture.com](mailto:AP.ASG.Support@accenture.com) and you will be provided with guidance and a link to Avanade Supplier Hub.

### 2.2 Credit Terms

- Avanade'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 Avanade Procurement.
- Invoice due dates mentioned on the invoice will **not** be taken into consideration whilst making the payments.

### 2.3 Preparing Invoices for Avanade

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 Avanade 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.*
- Avanade Purchase Order (PO) number **beginning with 60XXXXXXXX or 76XXXXXXXX** on the invoices (where the goods & services are provided against a PO). *Note: Avanade 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)
- Avanade Schweiz GmbH VAT Number CHE-112.397.868 MWST
- Avanade Bill to Address:

Avanade Schweiz GmbH  
Rechnungsprüfung  
Richtistrasse 11  
CH-8304 Wallisellen  
VAT: CHE-112.397.868 MWST

- 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

- Avanade requires a Purchase Order (PO) for purchases of **\$1,000** and over. 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)
- Avanade's official Purchase Orders will be sent via email notifications from the procurement tool, Ariba Buyer, bearing the senders address: [Accenture.Purc.Order@accenture.com](mailto:Accenture.Purc.Order@accenture.com). Please ensure you are able to receive emails from this address accordingly.
- If you are providing goods and services to Avanade 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 Avanade requestor to update the PO as required.

#### 2.5 Submitting Invoices to Avanade

**NOTE: If you are a supplier who has accepted to invoice Avanade 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 Avanade 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 [avanade.ch.inv@accenture.com](mailto:avanade.ch.inv@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 Avanade employees will be deemed as not received.**
- Please do **not** submit original invoices to the Avanade 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.
- Please ensure all invoices are submitted electronically to [avanade.ch.inv@accenture.com](mailto:avanade.ch.inv@accenture.com).

## 2.6 Further Information & Assistance

- Avanade 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 [avanade.ch.inv@accenture.com](mailto:avanade.ch.inv@accenture.com) email address is for **invoice submission only** – all queries, concerns or statements should be routed through our customer support team at [AP.ASG.Support@accenture.com](mailto:AP.ASG.Support@accenture.com).
- For information regarding your Avanade Supplier Profile, Invoices, Payments, Purchase Orders or access to My Supplier Portal, please contact Avanade at [AP.ASG.Support@accenture.com](mailto:AP.ASG.Support@accenture.com).
- Our Customer Service representatives are available at the below numbers, Monday through Friday to provide you with assistance from 10:00 am to 4:00 pm (GMT).

### **General Helpdesk:**

0800 553063 (Free phone from Switzerland)

+55 1128 706 904 (Calling from outside Switzerland, charges will apply)

*FOOTNOTE: Avanade 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 Avanade set forth in the Avanade Code of Business Ethics, including reporting promptly unlawful, fraudulent or unethical conduct. Avanade has established reporting mechanisms and prohibits retaliation or other adverse action for reporting such conduct. A copy of the Avanade Code of Business Ethics can be found at the following address: <https://www.avanade.com/de-de/utility/code-of-business-ethics>*

### 3 Document Version Control

**Owner:** ASG P+ Lead  
**Reviewers:** Accenture Payables Lead & ASG P+ Lead  
**Review Frequency:** Bi-annually

<b>Version #</b>	<b>Date</b>	<b>Reason for Change</b>
v1.0	08/04/2020	Amendments to previous supplier guide & transfer to new global template
v1.1	30/06/2020	Amendment to phone number in section 2.6 & Avanade logo added
v2.0	01/09/2020	Addition of supplier hub details in section 2.1. Minor amendment to section 2.4.

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