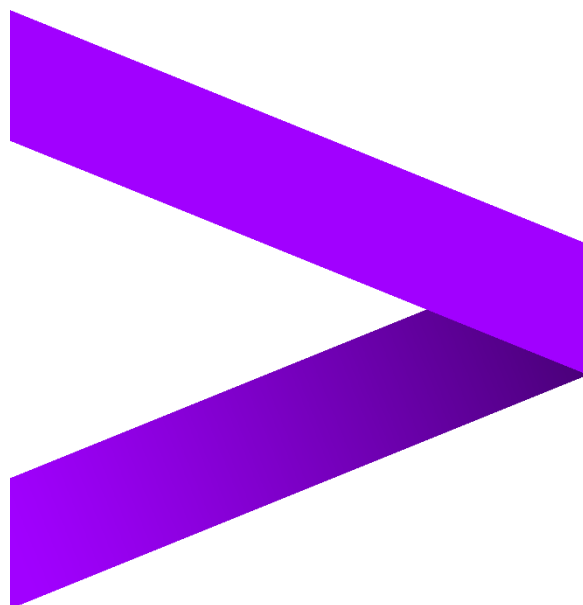




SUPPLIER'S GUIDE TO INVOICING

— ACCENTURE PHILIPPINES



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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 contain details as per **BIR RR16-2005** Section 4.113.1 Invoicing Requirements

DOCUMENT DETAILS	ACCENTURE, INC.	AIG SS - BPI
Date	Billing date	Billing date
Bill To	Accenture, Inc.	AIG Shared Services – Business Processing, Inc.
Bill To Address	7th Floor Cybergate Tower 1 Pioneer St., Mandaluyong City	IHUB2 Building North Bridgeway Ave., Northgate Cyberzone Alabang Muntinlupa City
Tax Identification Number	000 845 543 00000	220 770 460 00000
Business Style	n/a	AIG SS - BPI
Breakdown of Sales	Sales amount – properly classified into “Vatable, Zero-Rated, Exempt” as the case maybe VAT Amount – if applicable, should be shown separately in the Invoice	Sales amount – properly classified into “Vatable, Zero-Rated, Exempt” as the case maybe VAT Amount – if applicable, should be shown separately in the Invoice

- 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 (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 and Official Receipts to Accenture and its Affiliate

NOTE: The below instructions are intended for vendors who submit invoices manually, not using a specific tool (eg IQN, Ariba Network etc).

- 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	AIGSS – BPI Suppliers
<p>Manila Vendors RTP Invoice and OR Drop Box Ground Floor Cybergate Tower 2, Pioneer Street, Mandaluyong City Monday – Friday, 8:00am – 5:00pm</p> <p>Cebu Vendors RTP Invoice and OR Drop Box 14th Floor Reception Area eBloc2 IT Park Lahug Apas Cebu City Cebu Philippines 6000 Monday – Friday, 8:00am – 5:00pm</p> <p>Ilocos Vendors Courier invoices to: G.14 Mailroom Ground Floor Cybergate Tower 2, Pioneer Street, Mandaluyong City, Philippines Monday – Friday, 8:00am – 5:00pm</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, Delivery Receipt, 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. 	<p>Manila Vendors RTP Invoice and OR Drop Box Ground Floor IHUB2 Building North Bridgeway Ave., Northgate Cyberzone Alabang Muntinlupa City Monday – Friday, 8:00am – 5:00pm</p> <p>Foreign Vendors</p> <ul style="list-style-type: none"> • You can send electronic invoices to aig.philippines.inv@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, Delivery Receipt, 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 <p>The aig.philippines.inv@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.</p> • You will still be required to submit hard copy via courier after sending your electronic invoice. Please mail it to: <p>AIG Shared Services – Business Processing, Inc. Ground Floor IHUB2 Building North Bridgeway Ave., Northgate Cyberzone Alabang Muntinlupa City</p>

<ul style="list-style-type: none"> You will still be required to submit hard copy via courier after sending your electronic invoice. Please mail it to: G.14 Mailroom Ground Floor of Cybergate Tower 2, Pioneer Street, Mandaluyong City, Philippines 	
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- 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 2.7) 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.
- Accenture’s approved mode of payment is through Electronic Fund Transfer (EFT). 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 immediately upon receipt of payment in the location specified below.
 - Official receipts should be compliant with BIR RR18-2012, RMO 12-2013, RR 16-2005 Sec 4.113-1. Non-compliant ORs shall be consequently rejected.
 - Non-submission and/or delays in submission of ORs shall force Accenture to hold succeeding payments.
 - Official receipts should indicate the following:

DOCUMENT DETAILS	ACCENTURE, INC.	AIG SS - BPI
Date	Issuance date – <i>payment received date</i>	Issuance date – <i>payment received date</i>
Received From	Accenture, Inc.	AIG Shared Services – Business Processing, Inc.
Address	7th Floor Cybergate Tower 1 Pioneer St., Mandaluyong City	IHUB2 Building North Bridgeway Ave., Northgate Cyberzone Alabang Muntinlupa City
Tax Identification Number	000 845 543 00000	220 770 460 00000
Business Style	n/a	AIG SS - BPI
Amount	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.)	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.)
Breakdown of Sales	Sales amount – properly classified into “Vatable, Zero-Rated, Exempt” as the case maybe	Sales amount – properly classified into “Vatable, Zero-Rated, Exempt” as the case maybe
Reference	VAT Amount – if applicable, should be shown separately in the Invoice Clearing Reference as provided in our Payment Advice	VAT Amount – if applicable, should be shown separately in the Invoice Clearing Reference as provided in our Payment Advice

Sample Official Receipt

IN SETTLEMENT OF THE FOLLOWING	
DESCRIPTION	AMOUNT
Total Sales (Vat Inclusive)	11,200.00
Less: VAT	1,200.00
TOTAL	10,000.00
Less: Withholding Tax	200.00
Total	9,800.00
Add: VAT	1,200.00
Total Amount Due	11,000.00
VATable Sales	10,000.00
VAT Exempt Sales	
VAT Zero Rated Sales	
Add: VAT	1,200.00
TOTAL SALES	11,200.00
PAYMENT IN FORM OF:	
<input type="checkbox"/> CHECK	<input checked="" type="checkbox"/> CASH


ABC Car Service Corporation

456 Malaya Street Plainview Mandaluyong City
VAT Reg. TIN XXX-XXX-XXXX-XXXX

OFFICIAL RECEIPT No. XXXXX
Date 08/01/2021

Received from Accenture, Inc.
with TIN 000-545-543-0000 and address at 7th Floor Robinsons Cybergate 1 Pioneer St., Mandaluyong City engage in the business style of Accenture, Inc.,
the sum of Eleven thousand pesos (P 11,000.00)
as full/partial payment for Invoice #5432 Car Rental 06/01/2021 - 06/15/2021
Clearing Reference 2000XXXXXX

50 Booklets (50x2) 10501 - 130000
BIR Authority to Print No.: XXXXXXXXXXXXXXXXXXXX
Date Issued: MM-DD-YYYY Valid Until: MM-DD-YYYY
Non-VAT Reg. TIN: XXX-XXX-XXX-XXXX DEF Graphics
111 Rosario Street Barangka Ilaya Mandaluyong City
Printer's Accreditation No.: XXXXXXXXXXXXXXXXXXXX
Date Issued: MM-DD-YYYY


Authorized Representative

"THIS OFFICIAL RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP"

2.5.1 Other Systems Used for Invoice Submissions

Accenture also accepts invoices via other invoicing tools – if this applies, you should already have been contacted by Accenture separately and provided with all relevant training in these tools:

- a) **Ariba Network** - *This is an electronic document exchange tool, which is fully integrated & linked to supplier ERP systems.*
 - For any queries, please contact the Ariba Catalog and Network Enablement team at ACN.LA.EnablementSvc@accenture.com
- b) **T360** – *This tool is only applicable for legal advisors.*
 - Contact T360.administration@accenture.com for further assistance.
- c) **IQN** – *This tool is only applicable for staffing agencies providing Time & Material Services*
 - Contact cxhelpdesk@accenture.com for further assistance.
- d) **Fieldglass** - *Used in some areas to manage deliverable based services (SOWs)*
 - All supplier materials are uploaded into the [SAP Fieldglass Reference Library](#)
 - Contact Servicessow@accenture.com for further assistance.

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.

2.7 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).

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)
v2.1	11/09/2020	Amendment to Cebu Vendor address in section 2.5
v2.2.1	25/05/2021	Removed Orbium; Amended to include details of Accenture affiliate AIGSS – BPI; Updated invoice receiving method from receiving area to drop box & Addition to invoice submissions to section 2.5.1
v3.0	29/09/2021	Amended to include additional requirements for Invoice and Official Receipt: <ul style="list-style-type: none">- Section 2.3 - Highlight Revenue Regulation, include Tax Identification Number, Address, Business Style and Breakdown of Sales as a requirement on issuance of invoice- Section 2.5 - Highlight Revenue Regulation, include Tax Identification Number, Address, Business Style and Breakdown of Sales as a required field for Official Receipt, change presentation from a bullet point to a table format and provide a sample of a filled-up Official Receipt as reference & Accenture Supplier Standards of Conduct moved to section 2.6 & Minor amendment to note to section 2.5

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