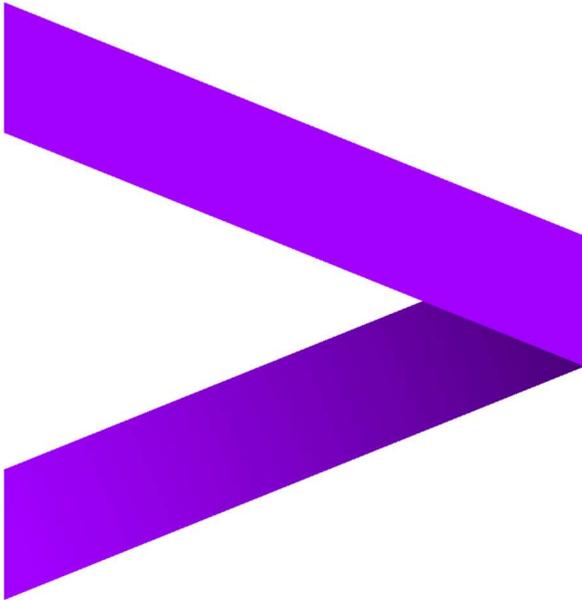




SUPPLIER'S GUIDE TO INVOICING

—COSTA RICA



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2 Introduction

Dear Supplier, thank you for providing goods or services to Accenture S.R.L. Accenture always aims to pay suppliers on time, within the payment terms that have been agreed and will also follow local government regulations. 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*

In case you need to update your supplier profile, you should contact procurement.support@accenture.com and request which data you want to update. Please make sure the contact and payment information Accenture has is always current. If your mailing address, Commercial contact receipt email address, contact information, bank information, or phone numbers change. Please note that for bank information change (and other critical data, such as email, telephone) there will be a cross check done by mail or telephone.

2.2 *Payment terms*

Accenture's standard payment terms are **30 net days** from the date of a valid legal duly submitted VAT Invoice (Refer to Submitting Invoices, section 2.5), unless alternate payment terms have been agreed and formally documented.

2.3 *Preparing invoices for Accenture*

Please include all the following information on the invoice.

➤ **Information of your company:**

- Full legal name of your company or natural person issuing the invoice.
- VAT Identification Number.
- Tax Address.
- Total amount due.
- Detailed description of delivered goods or rendered services (price and quantity, net amount, VAT percentage, VAT amount, gross amount).
- Tax rate or taxes applied.

➤ **Accenture information:**

- Accenture VAT number and general data: street address, city, zip code and country where goods or services were delivered (Refer to 'Accenture companies', section 2.7).
- Accenture SOW, Accenture Purchase Order (PO) number **beginning with 60 or 76** 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.
- 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 SOW/PO number has been provided.

2.4 Submitting invoices to Accenture

Please note that Accenture will only pay you in case you have a formal order from Accenture in one of the following tools:

a) IQN – *This tool is only applicable for staffing agencies providing Time & Material Services*

- You should approve the WO in the system. If you are to submit invoices through IQN tool, you should have already be contacted by Accenture regarding you training in the matter. Contact cxhelpdesk@accenture.com for further assistance.
- Generate your invoice accordingly with the Invoice Report generated in the system.
- The details and item-wise breakup on the invoice must match exactly with the description noted on the Invoice Report (for example, the 'Bill To' address must match exactly that outlined in the Invoice Report).
- Suppliers must issue all invoices on a timely basis. Kindly submit all invoices within **5 business days** from the invoice date and within the calendar year. Invoices of previous years will be rejected.
- Send the original invoice to the following mailbox: fact_electronica_cr@accenture.com.
- 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.**

b) Ariba BuyNow

- Accenture requires a Purchase Order (PO) for **all** purchases. Please request a PO# before providing any services so that you don't have any risk of delaying your payments or being now compliant with Accenture policies. In case of any doubt please contact procurement.support@accenture.com.
- 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 reference only a valid PO number (ex "60xxxxxxx" or "76xxxxxxx").
- 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.
- Suppliers must issue all invoices on a timely basis. Kindly submit all invoices within **5 business days** from the invoice date and within the calendar year. Invoices of previous years will be rejected.
- Send the original invoice to the following mailbox: fact_electronica_cr@accenture.com.
- 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.

c) Fieldglass – This tool is going to be used for all other requirements

- You should accept the SOW in the system
- After you provide the service you should submit a request to invoice (milestone). As soon as you receive the milestone approval you should generate your invoice and then attach the PDF in the Milestone.
- Please pay attention in filling out the **requested information**. In case this information is incorrect the invoice payment will be rejected and you need to review these data.
- The details and item-wise breakup on the invoice must match exactly with the description noted on the Milestones (for example, the 'Bill To' address must match exactly that outlined in the SOW). Always reference the appropriate Milestone number for each invoice.
- Suppliers must issue all invoices on a timely basis. Kindly submit all invoices within **5 business days** from the invoice date and within the calendar year. Invoices of previous years will be rejected.
- Please **DO NOT** submit original invoices to the Share mailbox - fact_electronica_cr@accenture.com. -nor to the person who requested the goods or services. If your requestor needs a copy, they can see it in the system.
- 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.**

2.5 Further information & assistance

- Please note that the email address fact_electronica_cr@accenture.com.. is for **invoice submission only** – all queries, concerns or statements should be routed through our customer support team at CostaRicaReqToPay@accenture.com.

2.6 Accenture companies

➤ ACCENTURE SRL

VAT (Cédula Jurídica): 3-102-415369

Legal Address: Plaza Bratsi, Heredia, 50m north del Paseo de las Flores, Heredia, 40101, Costa Rica

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

Version #	Date	Reason for Change
v1.0	21/07/2020	Transfer of existing supplier guide into new global template
v1.1	15/10/2020	Amendments to section 2.4 (addition of T360 / IQN / Fieldglass)
V1.2	29/10/2020	Payment term amendment

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