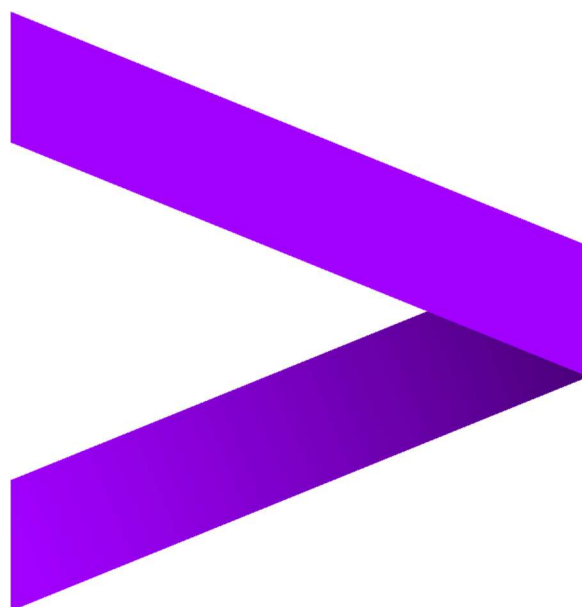




SUPPLIER'S GUIDE TO INVOICING

— ACCENTURE ROMANIA



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2 Introduction

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

NOTE: This guide is not applicable for suppliers using IQN, T-360 & LGI (Electronic form for Large Generated Invoices) modes for invoicing Accenture.

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 Romania.rtp@accenture.com immediately 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 Accenture Supplier Hub, please reach out to Accenture immediately by contacting Romania.rtp@accenture.com and you will be provided with guidance and a link to the Accenture Supplier Hub.

2.2 Credit Terms

- Payment Terms have been agreed in writing with Accenture and Supplier should apply them on the valid invoices issued to Accenture. (Refer to 'Submitting Invoices', section 2.5).

2.3 Preparing Invoices for Accenture

Please include on the invoice all information required by tax regulations, in particular the following:

- 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 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** 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 (Sort code, Swift Code, Account #, IBAN, etc)
- Accenture Bill to Address (including Accenture Legal Entity):

<p>Accenture Services SRL 24 Preciziei Blvd.,H1 Building, West Gate Park, Ground Floor, Board Room, District 6, Bucharest</p> <p>VAT code: RO 18491628 Trade Registry under no J40/4472/2006</p> <p>email address: ro.invoices@accenture.com</p>	<p>Accenture Central Europe BV, Amsterdam Olanda – Bucharest branch 24 Preciziei Blvd.,West Gate, H1 Building, Ground Floor, Room 3, District 6, 062204 Bucharest</p> <p>VAT code: RO 16833660 Trade Registry under no J40/16334/2004</p> <p>email address: ro.invoices@accenture.com</p>
<p>Accenture Industrial Software Solution SA 24 Preciziei Street., West Gate, H1 Building, Ground Floor, Room 2, District 6, 062204 Bucharest</p> <p>VAT code: RO13189921 Trade Registry under no J40/1280/2016</p> <p><u>Ship to address:</u> 400489 Cluj-Napoca, str. Republicii nr.109, et 3</p> <p>VAT code: RO13189921</p> <p>email address: aiss.ro.controllersh@accenture.com</p>	<p>Accenture Managed Services S.R.L 24 Preciziei Blvd.,West Gate, H1 Building, Ground Floor, Room 1, District 6,062204 Bucharest</p> <p>VAT code: RO32761824 Trade Registry under no J40/1423/2014</p> <p>email address: ro.invoices@accenture.com</p>

- If you are issuing a credit note against a previous 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 require 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)
- Accenture’s official Purchase Orders will be sent via email notifications from Accenture’s procurement tool, Ariba Buyer, bearing the senders address: Accenture.Purc.Order@accenture.com. Please ensure you can 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 “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 to Accenture

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 15 calendar 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.**
- Please send a soft copy of the invoice to the e-mail of the Accenture requestor of the service, or to the Accenture contact person stipulated in your contract at the contract article “Communications” (unless the requestor specifically requires that invoices are sent to ro.invoices@accenture.com or aiss.ro.controllersh@accenture.com).
- Please submit 1 PDF document per invoice. Ensure that all supporting information related to a particular invoice is in 1 PDF file only (do not attach any other document in the format different from PDF), 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.
- If for any reason you are not able to email the invoices, invoices can be posted / delivered to the above mentioned ‘Bill To’ Address – **please mention your Accenture point of contact name as recipient.**

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>
- All queries, concerns or statements should be routed through our customer support team at Romania.rtp@accenture.com.

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

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v1.0	09/12/2020	New supplier guide for Romania, agreed by all parties including controllership team

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