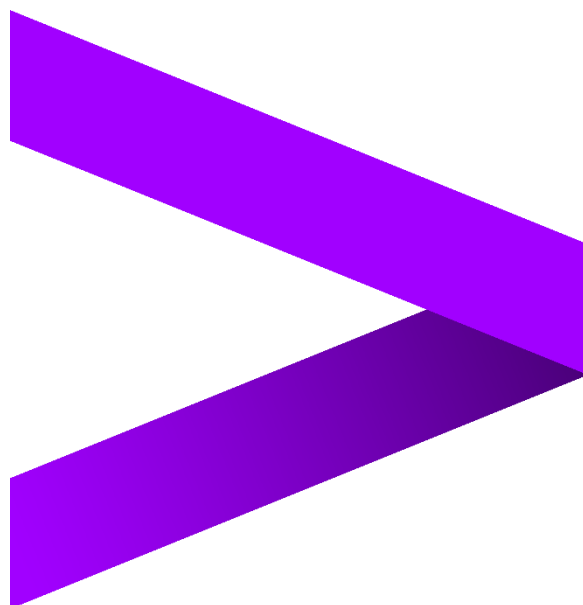




SUPPLIER'S GUIDE TO INVOICING

— ACCENTURE ITALY



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2 Introduction

Dear Supplier, thank you for providing goods or services to Accenture S.p.A (Italy). 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 e-mailing suppliersetup@accenture.com or Italy.RTP.payables@accenture.com.

2.2 Credit Terms

- Accenture's standard payment terms are **75 days** (30 days for catering and specific exceptions), from the end of month after the date of issuance 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 Accenture Procurement Plus.
- If no payment terms are included on the invoice, Accenture will pay against the standard payment terms agreed in the contract.

2.3 Preparing Invoices for Accenture

- Invoices must be issued in electronic format as defined in article 1, paragraph 916, of the law n. 205 of December 27th 2017 (so-called "2018 Budget Law"), which introduced the obligation to electronic invoicing, starting from January 1st 2019, for the supply of goods and services carried out between residents, established or identified in the territory of Italy. For all Italian companies in the Accenture group, electronic invoices, in compliance with the law, must be sent with the following information:
- Company name to whom the service was provided, address, VAT number (it is important to complete with the correct one) and Tax Code;
 - In the "Codice destinatario" field: enter "**0000000**";
 - In the "PEC" field: **leave blank** (i.e., do not report anything).
 - In field 2.1.2.2 <IdDocumento>: The **Purchase Order number** must be entered in the invoice in case of PO invoice. For non-PO invoices this field can be used to insert the **requestor name**.

- Accenture Bill to Addresses are as follows (depending on the billing entity):

Accenture SPA P. IVA: 13454210157 Via Privata Nino Bonnet 10,20154, Milano, Italy	Accenture Technology Solutions SRL P. IVA: 03646450969 Via Privata Nino Bonnet 10,20154, Milano, Italy	Accenture Outsourcing SRL P. IVA: 13164540158 Via Privata Nino Bonnet 10,20154, Milano, Italy
Accenture Financial Advanced Solutions & Technology S.r.l. P. IVA: 11244750961 Via Privata Nino Bonnet 10,20154, Milano, Italy	Accenture Finance & Accounting BPO Services SPA P. IVA: 03349330963 Via Privata Nino Bonnet 10,20154, Milano, Italy	Accenture Services and Technology S.r.l. P. IVA: 10912430963 Via Privata Nino Bonnet 10,20154, Milano, Italy
Accenture Finance and Accounting Services SRL P. IVA: 10928060960 Via Privata Nino Bonnet 10,20154 Milano, Italy	Accenture HR Services S.p.A P. IVA: 05178831003 Via Privata Nino Bonnet 10,20154, Milano, Italy	Fruendo S.r.l. P. IVA: 06401320483 Via Privata Nino Bonnet 10,20154, Milano, Italy
Avanade Italy SRL P. IVA: 13083980154 Via Roberto Lepetit, 8-10 20124 Milano, Italy		

- In case of missing or incorrect instruction of the VAT number of the Accenture company, the supplier must proceed with the correct reversal and reissue of the invoice.
- It should also be noted that electronic invoices sent via the Revenue Agency's Exchange System (SDI) do not have to be sent in analogic format (on paper or electronically via email) to our company.
- The Supplier must **specify on the invoice the Purchase Order Number**. (The PO number will always begin with **60xxxxxxx or 76xxxxxxx**). In the absence of this specification, the invoice may be rejected and the supplier will proceed with the reversal by issuing a credit note (to be transmitted in the same way as the invoice subject to the reversal), and by issuing a new invoice with all information requested.
- The invoice must show the same structure as the items (or items) in the purchase order, otherwise the information cannot be compared with the order and cannot be paid within the agreed terms. It is also necessary that an invoice is always issued against a single order number.
- For invoices with an amount lower than **500€** or without a PO number, we ask you to include on the invoice the name of the Accenture contact and the Cost Center or WBS which must be communicated by the requester. If any of these two details are not present on the invoice, Accenture will not be able to proceed with the payment within the agreed terms.
- For any clarifications regarding the preparation of the invoice, please contact the Accenture Requester in advance.
- Only in cases supported by the law the invoice can be issued in analogic format and sent in the standards provided below and in Section 2.5.1

- Analogic invoices must contain:
 - General information of the supplier.
 - Supplier company data and tax information (VAT number with indication of member state).
 - Customer general information including VAT number.
 - Invoice number.
 - Date of issue of the invoice.
 - Bank data (IBAN).
 - Ten-digit Purchase Order number (PO).
- Full email address of the Accenture contact who requested the goods or services (requester). 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 require a Purchase Order (PO) for purchases of **€500 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)
- 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 "**60xxxxxxxx**").
- 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: The below instructions are intended for vendors who submit invoices manually, not using a specific tool (eg IQN, Ariba Network etc).

- Kindly submit all invoices within **12 calendar days** from the invoice date, as required by Italian law. You should always receive a notification from the Italian government – please follow up directly with the Agenzia delle Entrate if you receive any errors.
- 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, or without a valid PO number or requestor name mentioned on the invoice, may result in payments being delayed.

2.5.1 Submitting Invoices (Foreign suppliers and all other cases supported by the law)

- Only for **foreign suppliers and in cases supported by the law**, the invoice or credit note can be issued in analogic format.
 - Please send a soft copy of the invoice (s) directly to acn.inv.italy@accenture.com (for Accenture SPA, Accenture Technology Solutions SRL , Accenture Outsourcing SRL , Accenture Managed Services SPA, Avanade Italy SRL, Accenture Finance & Accounting BPO Services SPA e Accenture HR Services S.p.A.) or acn.inv.italy.other@accenture.com (for Sec Servizi S.p.A, Accenture Services and Technology Srl, Accenture Finance and Accounting Services Srl, Fruendo srl and Accenture Financial Advanced Solutions & Technology S.r.l.) **in a non-manipulative format e.g. PDF.**
- Where it is not possible to submit invoices electronically, please send the paper invoice to the following address:
BST DD - ODOC - Italy,
Plynární 1617/10,
Prague 7, 170 00,
Czech Republic.

NOTE: Vendors are encouraged to send invoices electronically where possible.

- 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 10 attachments per mail and Max 10MB per email (including attachments). Maximum 250 pages for each invoice / credit note. Do **not** encrypt or digitally sign the emails.
- Please include any relevant information in the body of the email.
- 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 keep in mind that the following actions will prevent the reception of documents:
 - Invoices sent by certified electronic mail (PEC).
 - Handwritten text on the PDF.
 - PDF encrypted or password protected.
 - PDF with digital signature.
 - Attachments with the same name.
 - Attachments with long names or special characters.
 - Invoices with watermark.
- Please check with customer support team (see section 2.7) before re-submitting any invoices that were submitted earlier. (For foreign invoices) **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.

- (For foreign invoices): If for any reason you are not able to email the invoices, invoices can be posted /delivered to the above mentioned address – **please do not send directly to your Accenture contact.**

2.5.2 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 the acn.inv.italy@accenture.com or acn.inv.italy.other@accenture.com email addresses are for **foreign invoice submissions (and all other cases supported by the law) only** – all queries, concerns or statements should be routed through our customer support team at Italy.RTP.payables@accenture.com.

- For information regarding your Accenture Supplier Profile, Invoices, Payments, Purchase Orders or access to My Supplier Portal, please contact Accenture at Italy.RTP.payables@accenture.com.
- Our Customer Service representatives are available at the below numbers:

General Helpdesk:

Account Payables: Toll free phone (only by Italy) - 800 785 493
Direct Number - +353 1 407 8691

3 Document Version Control

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

Version #	Date	Reason for Change
v1.0	03/08/2020	Existing supplier guide transferred into new global template, feedback incorporated from controllership, payables and procurement teams
v1.1	06/07/2021	Addition to invoice submissions to section 2.5.2 & Addition of the new Company Codes to section 2.3
v1.2	06/08/2021	Amendments to bill to address to section 2.3
v3.0	13/09/2021	Accenture Supplier Standards of Conduct moved to section 2.6 & Amendment to section 2.3

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