



SUPPLIER'S GUIDE TO INVOICING

**— Blue Horseshoe Eesti OÜ
ESTONIA**



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2 Introduction

Blue Horseshoe Eesti OÜ is fully owned by Accenture. With effect from 1st April 2022, Blue Horseshoe Eesti OÜ and its affiliates have started to apply Accenture's Procurement processes, which are set out below.

Dear Supplier, thank you for providing goods or services to Blue Horseshoe Eesti OÜ Estonia. Blue Horseshoe Eesti OÜ 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 Blue Horseshoe Eesti OU Supplier Profile

- Please make sure the contact and payment information Blue Horseshoe Eesti OÜ 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 Blue Horseshoe Eesti OÜ immediately by e-mailing AP.Nordics.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 Blue Horseshoe Eesti OÜ Supplier Hub, please reach out to Blue Horseshoe Eesti OÜ immediately by contacting AP.Nordics.Support@accenture.com and you will be provided with guidance and a link to the Blue Horseshoe Eesti OÜ Supplier Hub.

2.2 Credit Terms

- Blue Horseshoe Eesti OÜ's standard payment terms are **30 days** from the invoice date, unless alternative payment terms have been agreed in writing with Blue Horseshoe Eesti OÜ Procurement Plus. Please ensure that the invoice due date on the invoice is stated accordingly.

2.3 Preparing Invoices for Blue Horseshoe Eesti OU

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 Blue Horseshoe Eesti OÜ 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.*
- Blue Horseshoe Eesti OÜ Purchase Order (PO) number **beginning with 60XXXXXXXX or 76XXXXXXXX** on the invoices (where the goods & services are provided against a PO). **Note:** Blue Horseshoe Eesti OÜ *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)
- Blue Horseshoe Eesti OÜ VAT Number (as mentioned below)
- Blue Horseshoe Eesti OÜ Bill to Address (including Blue Horseshoe Eesti OÜ Legal Entity and VAT Number):

Blue Horseshoe Eesti OÜ

Harjumaa, Tallinn linn,
Veskiposti tn 2, 10138
Estonia
VAT: **EE102246322**

- Subcontractor invoices should be supported by copies of signed timesheets (wherever applicable).
- 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

- If you are providing goods and services to Blue Horseshoe Eesti OÜ 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 Blue Horseshoe Eesti OÜ requestor to update the PO as required.

2.5 Submitting Invoices to Blue Horseshoe Eesti OU

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 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 Blue Horseshoe Eesti OÜ 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 acn.estonia.einv@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 2.7) before re-submitting any invoices that were submitted earlier. **Invoices sent to personal mailboxes or directly to Blue Horseshoe Eesti OÜ employees will be deemed as not received.**
- Please do **not** submit original invoices to the Blue Horseshoe Eesti OÜ 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.
- 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 do not send directly to your Blue Horseshoe Eesti OÜ contact.**

2.5.1 Other Systems Used for Invoice Submissions

Blue Horseshoe Eesti OÜ also accepts invoices via other invoicing tools – if this applies, you should already have been contacted by Blue Horseshoe Eesti OÜ 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 Blue Horseshoe Eesti OÜ Supplier Standards of Conduct

Blue Horseshoe Eesti OÜ 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 Blue Horseshoe Eesti OÜ set forth in the Blue Horseshoe Eesti OÜ Supplier Standards of Conduct, including reporting promptly unlawful, fraudulent or unethical conduct. Blue Horseshoe Eesti OÜ has established reporting mechanisms and prohibits retaliation or other adverse action for reporting such conduct. A copy of the Blue Horseshoe Eesti OÜ Supplier Standards of Conduct can be found at the following address: www.accenture.com/codeofbusinessethics.

2.7 Further Information & Assistance

- Blue Horseshoe Eesti OÜ 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.estonia.einv@accenture.com email address is for **invoice submission only** – all queries, concerns or statements should be routed through our customer support team at AP.Nordics.Support@accenture.com.
- For information regarding your Blue Horseshoe Eesti OÜ Supplier Profile, Invoices, Payments, Purchase Orders or access to My Supplier Portal, please contact Blue Horseshoe Eesti OÜ at AP.Nordics.Support@accenture.com.
- Our Customer Service representatives are available at the below numbers, Monday through Friday to provide you with assistance from 12:00 to 18:00 (GMT). Please call: 80 88 35 18 / 19 (free phone) or + 420 225 578 751.

3 Document Version Control

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

Version #	Date	Reason for Change
v1.0	22/02/2022	New Supplier's guide created as per global template.

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