

Thank you for your interest in providing goods or services to Accenture. Please help us ensure timely payment by following the guidelines below. These instructions include information about:

- Establishing and Maintaining Your Accenture Supplier Profile
- Electronic Fund Transfer Payment
- Issuance of Invoices/Supplementary Receipts
- Submission of Official Receipts
- Confirmation of outstanding payable
- More information or Assistance

### Establishing and Maintaining Your Accenture Supplier Profile

Ensure that the payment information Accenture has on file is always current. If your mailing address, purchase order receipt email address, contact information, bank information, phone or fax numbers change, please notify Accenture immediately by sending an e-mail to [PhilsDC.vendors@accenture.com](mailto:PhilsDC.vendors@accenture.com).

### Electronic Fund Transfer Payment

- a. Is the primary payment mode of Accenture, Inc.
- b. This shall result to real time processing and crediting of payment to your respective bank account/s.
- c. To facilitate the maintenance of control and integrity of the vendor bank account numbers, we shall require the vendor's bank certificate that indicates your respective bank account name and number only.
- d. Accenture, Inc. shall provide a Payment Advice to supplier/vendors to notify them of the payment.
- e. Accenture will not be liable for any incoming bank charges being charged by the recipient bank.

### Issuance of Invoices/Supplementary Receipts (Billing Statements, Statement of Account, Delivery Receipt and equivalent documents):

- a. The following should be indicated in the Invoices/ Supplementary Receipts:
  - i. Should be under the name of **Accenture, Inc.**
  - ii. Bill to address should be **7th Floor Cybergate Tower 1 Pioneer St., Mandaluyong City**
  - iii. Date of Issuance should be clearly indicated e.g. Invoice Date, Delivery Date
  - iv. If subject to VAT, there should be breakdown between the Vatable Sales and VAT Amount.
  - v. Should be compliant with BIR RR18-2012 – Authority to Print
  - vi. Ship to or delivery address should be indicated in the Delivery Receipt and consistent with the details in the PO
- b. Invoice should be submitted to Accenture within five (5) days after date of service or delivery of goods. Official Invoice Receiving area is located at 1.02 Ground Floor of Cybergate Tower 2, Pioneer Street, Mandaluyong City.
- c. Accenture shall not honor any invoice received after three (3) months from date of service or delivery of goods.
- d. Non-compliant Invoices/supplementary receipts shall be consequently rejected and the payment will not be processed.

- e. Payment to satisfactory invoice shall be made within the agreed payment terms from invoice receipt date.

### **Submission of Official Receipts**

- a. Official receipts should be submitted upon receipt of payment.
- b. Official receipts should indicate the following
  - i. Payee: Accenture, Inc.
  - ii. Date: OR issue date
  - iii. Amount: Amount paid as indicated in our Payment Advice and should not be net of any bank charges deducted by the recipient bank
  - iv. Reference: Clearing Reference as provided in the Payment Advice
- c. OR should be compliant with BIR RR18-2012
- d. Non-compliant ORs shall be consequently rejected.
- e. Failure to issue timely and compliant official receipts shall enforce Accenture's right to withhold succeeding payments without need of prior notice or demand.

### **Confirmation of outstanding payable**

Accenture, Inc. shall send annual, quarterly or adhoc confirmation letter relative to our outstanding payables to your Company. We shall require a proper acknowledgement be sent to determine the correctness of the balance incurred and if further reconciliation or adjustment may be required.

Non – response from your end shall deem the outstanding balance to be complete and accurate.

Non-compliance to these procedures shall impact our business relationship and relevant vendor performance assessment. This can also result to rejection of invoices, holding of payment or worst, reporting to Bureau of Internal Revenue.

### **More Information or Assistance**

#### **Accenture My Supplier Portal**

Accenture is pleased to announce a new service for its suppliers. The Vendor Portal is a web based product which operates alongside, and is complementary to Customer Relationship Management (CRM). This service enables Accenture suppliers to view the status of their invoices and payments via the internet. This enables you to view the status of your invoices in our accounting system at a time that suits you 24 hours a day, 7 days a week.

Below are the registrations steps:

1. Access this link <https://eme.mysupplierportal.com/ACC/Pages/UI/Login.aspx>
2. Click on Create New Account and complete the requested information.
3. Subsequently you will receive a mail from [yps-mailer@accenture.com](mailto:yps-mailer@accenture.com) confirming the approval status and Login ID.
4. Accenture My Supplier Portal training User Guide is available on My Supplier Portal under help> training material.

For any other information please send an email to [PhilsDC.Vendors@accenture.com](mailto:PhilsDC.Vendors@accenture.com)

### Accenture's Code of Business Ethics

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:

[http://www.accenture.com/Global/About\\_Accenture/Corporate\\_Governance/CodeProgram.htm](http://www.accenture.com/Global/About_Accenture/Corporate_Governance/CodeProgram.htm)

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