



Vendor Invoice submission checklist

Effective from July 1st 2017

Purpose of this checklist

The purpose of the document is to ensure Accenture receives GST compliant invoices

Audience

- Accenture Vendors
- Accenture internal stake holders

1. The invoice should be raised on the company letter head.
2. The invoice must have a header labeled as “Tax Invoice or Invoice” / “Credit Note” as appropriate.
3. Vendor should mention “Original for Recipient” on top of invoice.
4. Invoice should mention complete address of supply location.
5. The Vendor Supply location GSTIN (Number) should be mandatorily mentioned on face of the invoice.
6. The invoice number should not be more than 16 characters as per GST law guidelines.
7. Invoices should be submitted to Accenture within 5 working days from the date of the invoice creation.
8. The quantity supplied in case of goods should be clearly mention units (e.g. Kgs, litre, metre etc.).
9. The total value of supply of goods or services including taxes should be stated.
10. The taxable value (base value on which GST is applicable) of supply of goods or services should be stated.
11. Amount of tax charged should be included in respect of taxable goods or services (Central GST, State GST, Integrated GST, Union territory GST or Cess).
12. Accenture Bill to Address and Ship to Address should be included as stated on PO / confirmation mails.
13. GST number of Accenture bill to location (Bill to and Ship to should be same other than goods / services provided at client location) should be stated.
14. Place of supply other than Accenture registered location should be mentioned on invoice.
15. In case of an unregistered vendor, “**GST UNDER REVERSE CHARGE**” applicable to be clearly stated.
16. Tax parameters to be checked:
 - a. Invoices dated prior to 01st July 2017 should have old taxes viz. VAT, CST, Service tax etc.
 - b. Invoices post 01st July should be GST compliant i.e. vendor should charge CGST+SGST / IGST / NIL / Exempt.
 - c. Tax Rate - Central GST, State GST, Integrated GST, Union territory GST or cess) should be clearly stated.
17. Supplies / Services to Accenture SEZ facilities are exempt & should be Zero rated.

- a. Vendor need to mention the following on face of invoice if they are not charging any GST on invoice for SEZ:
“SUPPLY MEANT FOR EXPORT/SUPPLY TO SEZ UNIT OR SEZ DEVELOPER FOR AUTHORISED OPERATIONS UNDER BOND OR LETTER OF UNDERTAKING WITHOUT PAYMENT OF INTEGRATED TAX”.
- b. Vendor need to mention the following on face of invoice if they are charging GST on invoice for SEZ:
“SUPPLY MEANT FOR EXPORT/SUPPLY TO SEZ UNIT OR SEZ DEVELOPER FOR AUTHORISED OPERATIONS ON PAYMENT OF INTEGRATED TAX”.
- c. For Nonoperational goods / services availed, vendor needs to charge IGST & not to mention any of the statements as mentioned points a & b above.

18. HSN / SAC code for each line to be mentioned on face of invoice (not applicable for unregistered, Foreign, Compounding [Composition scheme], Government / Local body).
19. Signature – Invoice should be signed by authorized signatory with rubber stamp affixed or digitally signed (Digital signature should be valid).
20. Name of requestor in Accenture mail ID format to be mentioned in case of Non-PO invoices.
21. PO number need to be stated on the face of the invoice.
22. Invoice should mention one PO number only.
23. Invoices to be raised within time prescribed as under GST Law.
24. Supporting documents required as under:
 - Delivery Challan / Eway Bill
 - Reimbursement Statement – Approval Mail/ Original Supporting documents
 - Capex/ Import Invoice – Original DC/ HSS/ BOE
 - Supply Invoices – Original DC/ Work completion Certificate
 - HR Invoices – CTC Mail confirmation
 - Events – Mail confirmation

Invoices can be submitted to below mentioned Accounts Payable helpdesk locations:

<u>Mumbai:</u>	<u>Bangalore:</u>
Contact Name: <u>Sachin Nadkar</u>	Contact Name: <u>Ravikumar.yv</u>
Address: Accenture Solution Private Limited	Address: Accenture Solutions Private Limited
Plant No.3; M2B; Godrej & Boyce Compound,	4/1, IBC Knowledge Park,
LBS Marg, Vikhroli (W), Mumbai – 400 079.	Bannerghatta Road, Bangalore - 560 029.
Tel: 91 22 4044 7489 / 4044 7536	Tel: 91 80 41061561
E-mail Id: sachin.nadkar@accenture.com	E-mail Id: ravikumar.yv@accenture.com

In case of any invoice submission related query, kindly drop a note to India.BPO.RTP@accenture.com



GDN Finance Agility & Compliance

Goods and Service Tax (GST)
India Business



Accenture Solutions private limited is in the process of enabling its Suppliers to submit invoices via its digital platform and you will be contacted separately in this regard to provide training / education on the solution. Till such time, we request you to

- 1) Ensure your organization obtains a digital signature if not already available**
- 2) Continue to submit the invoices at our helpdesk locations mentioned in this document.**