

# The Supplier's Guide to Invoicing Accenture - Mainland 埃森哲供应商发票开具指南——中国大陆

Dear Supplier,  
尊敬的供应商，

Thank you for providing goods or services to Accenture. This guide contains important information about:

感谢您为埃森哲提供商品或服务。本指南包括以下重要信息：

- Establishing and maintaining your Accenture supplier profile;
- 建立和维护贵公司的“埃森哲供应商资料”；
- Special instructions for purchase order invoices;
- 采购订单发票的特别说明；
- Preparing invoices for Accenture;
- 准备开具至埃森哲的发票；
- Submitting invoices to Accenture;
- 提交发票至埃森哲；

## **1. Establishing and maintaining your Accenture supplier profile**

### 1. 建立和维护贵公司的“埃森哲供应商资料”

Make sure the details we have on file remain current. Please notify Accenture immediately by contacting [ap.gc.support@accenture.com](mailto:ap.gc.support@accenture.com) if there are any changes to the following:

为确保我们档案信息的实时性，如果贵司以下信息有任何变化，请立即联络通知埃森哲 [ap.gc.support@accenture.com](mailto:ap.gc.support@accenture.com)

- Company name;
- 公司名称；
- Mailing address;
- 邮寄地址；
- Purchase order receipt email address;
- 接收采购订单的电子邮件地址；
- Contact information;
- 联系人和联系方式；
- Bank information;
- 银行信息；
- Phone or fax.
- 电话或传真。

## 2. Special instructions for Purchase Order invoices

### 2. 采购订单发票的特别说明

It is very important when supplying goods or services to Accenture, to do so only upon receipt of an official Purchase Order (PO). At the discretion of Accenture, goods or services received without an official purchase order would risk non-payment, unless an alternative arrangement has already been agreed with our procurement function. Accenture's official Purchase Orders will be sent via email or fax notifications from Accenture's procurement tool, BuyNow, bearing the sender's address via email: [Accenture.Purc.Order@accenture.com](mailto:Accenture.Purc.Order@accenture.com). Please ensure you are able to receive emails from this address accordingly.

仅根据正式的采购订单向埃森哲提供商品或服务是非常重要的。除非供应商与采购部门以其他形式（如合同）达成了一致，否则任何没有正式采购订单的商品或服务将承担无支付的风险。埃森哲的正式采购订单将由埃森哲采购工具BuyNow通过电子邮件或传真发送，邮件显示的发件人的地址为[Accenture.Purc.Order@accenture.com](mailto:Accenture.Purc.Order@accenture.com)。请确保您能够接收来自此邮件地址的电子邮件。

### Other special instructions

#### 其他特殊说明

- The format of the invoice should observe the following guidelines:
- 发票格式应遵循下列准则：
  - The total for invoices should be equal to the total for the Purchase Orders;
  - 发票金额总数等于采购订单金额总数；
  - Charge for services and expenses must be itemized on separate lines;
  - 服务费用和费用开支必须作为单项另行列出；
  - Always quote the Purchase Order number (which starts with 60XXXXXXXX, referring to e-PO).
  - 请务必在发票上标注采购订单编号（以60XXXXXXXX开头，参见电子版采购订单）。

#### **Please do not:**

##### 请不要：

- Mark the purchase order number with a highlighter as this affects the quality of our invoice scanning;
- 用荧光笔标记采购订单编号，因为这会影响我们发票扫描的质量；
- Scribbled or unrecognizable handwriting of the Purchase Order numbers on the invoice;
- 发票上的手写采购订单编号字迹潦草或无法辨认；
- Quote the Purchase Requisition number (which starts with PRXXXXXX).
- 标注的是采购申请编号（以PRXXXXXX开头）。

### 3. Preparing invoices for Accenture

#### 3. 准备开具至埃森哲的发票

When preparing invoices, please ensure you include the following information:

当您准备发票时，请确保包括以下信息：

- Legal Accenture billing entity;
- 发票抬头；
- Invoice date;
- 开票日期；
- Invoice No.;
- 发票号码；
- Description or invoice nature;
- 发票内容；
- Invoice amount(in letter);
- 发票金额大写；
- Invoice amount;
- 发票金额小写；
- Vendor contact;
- 开票人；
- Vendor's Company chop;
- 发票专用章；
- State tax bureau supervised-made seal;
- 税局监制章/收据财政局监制章（红色水印章）；

#### **Any incomplete information may result in delay in payment from Accenture.**

任何不完整信息可能导致埃森哲延迟付款。

If you are issuing a new invoice against the previous one, quote the corresponding invoice reference against which the new invoice is being issued.

如果您需要用一张新的发票替换原有的发票，需要注明对应的发票编号。

### 4. Submitting Original invoices to Accenture

#### 4. 提交发票原件至埃森哲

Kindly submit original Hard copy invoices to Accenture contact who requested the goods or services within five business days from the invoice date :

请在发票出具后的五个工作日内将发票原件寄送至要求产品或服务的埃森哲联系人。

Suppliers should send their invoice for the attention of the Accenture contact at the **Invoice To** address, unless otherwise directed by their Accenture contact.

The Accenture contact can be found in the Purchase Order: Requested by : xxx

除非您的埃森哲联系人特别说明，否则供应商应该将发票原件寄送至“发票寄送地址”。

采购订单上面的“提交者 xxx”就是您的埃森哲联系人

**Invoice To Addresses :**

发票寄送地址如下:

Accenture(China)Co. Ltd.  
30/F., Shanghai Central Plaza,  
381 Huai Hai Zhong Road,  
Shanghai 200020,  
China

上海市淮海中路381号中环广场30层  
埃森哲(中国)有限公司  
2000020

Accenture (China) Co., Ltd Zhabei Branch  
6/F-7/F, Building 5, Daning Life Hub,  
1898 Gong He Xin Road,  
Shanghai 200072,  
China

上海市静安区共和新路1898号第5幢第6层部分、第7层部分  
埃森哲（中国）有限公司闸北分公司  
200072

Accenture (China) Co., Ltd Guangzhou Branch  
13/F, Xin Yuan Building,  
No. 898 Tianhe Bei Road, Tianhe District,  
Guangzhou, Guangdong, 510898,  
China

广州市天河北路898号信源大厦13层  
埃森哲（中国）有限公司广州分公司  
510898

Accenture (China) Co., Ltd Guangzhou Tianhe Branch  
14/F, Xin Yuan Building,  
No. 898 Tianhe Bei Road,  
Guangzhou Guangdong 510898,  
China

广州市天河区天河北路898号14楼01房  
埃森哲（中国）有限公司广州天河分公司  
510898

Accenture (China) Co., Ltd Chengdu Branch  
7-8F, Building C7,  
Tianfu Software Park,  
No.219 Tian Hua 2nd Road,  
High-tech Zone,  
Chengdu, 610041,  
China

成都市高新区高新区天华二路219号天府软件园C区7号楼7-8层  
埃森哲（中国）有限公司成都分公司  
610041

Accenture (China) Co., Ltd Beijing Branch  
No. 1- 12, 2101, Building 1,  
No. 1 East Third Ring Middle Road,  
Chaoyang District,  
Beijing 100020,  
China

北京朝阳区东三环中路1号1幢2单元2101内1-12号  
埃森哲（中国）有限公司北京分公司  
100020

Qi Jie (BeiJing) Information Technology Co., Ltd  
No. 13, 2101, Building 1,  
No. 1 East Third Ring Middle Road,  
Chaoyang District,  
Beijing 100025,  
China

北京朝阳区东三环中路1号1幢2单元2101内13号  
启捷（北京）信息技术有限公司  
100025

Accenture Technology Solutions (Dalian) Co., Ltd  
Buiding 24, No.44,  
East Digital Road,  
Shahekou District,  
Dalian 116023,  
China

辽宁省大连市沙河口区软件园东路44号24号楼三层、四层402号、五层至十一层  
埃森哲信息技术（大连）有限公司  
116023

Accenture Technology Solutions (Dalian) Co., Ltd. Shanghai Branch  
26/F, Zhao Feng Plaza,  
1027 Chang Ning Road,  
Shanghai 200050,  
China

上海市长宁区长宁路1027号2605-2608室  
埃森哲信息技术（大连）有限公司上海分公司  
200050

Accenture Enterprise Development (Shanghai) Co., Ltd.  
1F, 1No. 251Yaohua Road,  
China (Shanghai) Pilot Free Trade Zone  
Shanghai, 200126,  
China

中国(上海)自由贸易试验区耀华路251号一幢一层  
埃森哲企业发展（上海）有限公司  
200126

Shun Zhe Technology Development Co., Ltd  
3F, 1No. 400Fangchun Road  
China (Shanghai) Pilot Free Trade Zone  
Shanghai, 201207,  
China

顺哲科技发展有限公司  
中国(上海)自由贸易试验区芳春路 400 号一幢三层  
201207

For more information and assistance regarding your Accenture Supplier Profile, invoice or payment processing, please contact our requesters or Accenture at [ap.gc.support@accenture.com](mailto:ap.gc.support@accenture.com)

欲了解更多“埃森哲供应商资料”，发票和支付的相关信息请联系采购申请人或者 [ap.gc.support@accenture.com](mailto:ap.gc.support@accenture.com)

Kind regards

此致

Accenture Procurement

埃森哲采购部

**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: <https://www.accenture.com/us-en/company-ethics-code>**

埃森哲致力于开展合法、道德、诚信的业务。供应商需遵守道德和埃森哲商业道德准则，包括及时告知违法，欺诈或不道德的行为。埃森哲已经建立报告机制，并禁止因为报告这类行为的报复或其他不利行动。埃森哲商业道德准则副本详见 <https://www.accenture.com/us-en/company-ethics-code>

**In the event of any conflicts between English version and the others, the English version prevails.**

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