



Dear Supplier,

Thank you for your interest in providing goods or services to Accenture. We would like to give you some information regarding the content and the submission of your invoices that can help us to process them efficiently and avoid any delay in payments.

This note includes information about:

1. **Preparing Invoices for Accenture**
2. **Submitting Invoices to Accenture**
3. **Establishing and Maintaining Your Accenture Supplier Profile**

1. Preparing Invoices for Accenture

Please be sure that your invoice includes the following information:

- **Your invoice references:** your legal name and address, invoice number and invoice date
- **Your bank account details including IBAN and SWIFT codes**
- **Accenture Purchase Order Number** (if P.O. has been issued)
- **Name of the Accenture contact** (in email format preferred) who requested the goods or services.
- **Billing Entity:** Since Accenture operates in Saudi Arabia with two entities **please be sure to address the invoice to the entity which you have provided the services/good to:**

Accenture Middle East BV:

Accenture Middle East BV – Saudi Branch

Al Khaiyria Building
South Tower, 8th Floor,
Olaya, Riyadh
Kingdom of Saudi Arabia

Accenture Saudi Arabia Limited:

Business Gate Complex,
Building number 9 (Ground floor)
Almarhoma Street, Qurtobah Area - Eastern Ring Rd
P.O. Box 8045- Riyadh, 13244
Kingdom of Saudi Arabia

- **Payment Terms.** - Accenture's standard payment terms are 30 days from the date of invoice. Please ensure that this payment terms are stated on the invoice unless alternative payment terms have been agreed in writing with Accenture personnel with power of attorney.



Additional Instruction:

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 could risk non-payment or delayed payment, unless an alternative arrangement has already been agreed with our procurement function. For any query please contact the Accenture procurement team on procurement.support@accenture.com

Accenture's official Purchase Orders will be sent via email notifications from Accenture's procurement tool, Ariba Buyer, bearing the senders address: eprocurement.mail@accenture.com. Please ensure you are able to receive emails from this address accordingly.

- If you are providing goods and services to Accenture under more than one Purchase Order, you must invoice for each separately. Only one Purchase Order can be referenced per invoice.
- The format of the invoice must match the format of the Purchase Order. The following guidelines should be observed:
 - For goods, the total for each line must represent the extended amount for that good;
 - Charge for services and expenses must be itemized on separate lines;
 - Always review the 'comments' section on the Purchase Order for additional processing instructions;
 - Always quote the Purchase Order number (which starts with 60XXXXXXXX).

Please do not:

- Mark the purchase order number with a highlighter as this affects the quality of our invoice scanning;
- Handwrite the Purchase Order numbers on the invoice (where possible);
- Quote the Purchase Requisition number (which starts with PRXXXXXX)

2. Submitting Invoices to Accenture
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- Kindly send your invoices issued to both entities to the following address within 5 business days from the invoice date:

Accenture Saudi Arabia Limited

Attn: Accounts Payable

Business Gate Complex,
Building number 9 (Ground floor)
Almarhoma Street, Qurtobah Area - Eastern Ring Rd
P.O. Box 8045- Riyadh,
13244 Kingdom of Saudi Arabia



- Please send soft copy of the invoice (s) directly to **acn.saudi Arabia.einv@accenture.com** in a nonmanipulative format e.g. PDF, TIF. This is the preferred mode of sending invoices and those sent to personal mailboxes will be deemed not received.
- Multiple invoices (each as separate file) can be sent in one single mail either Zipped or Unzipped
- 1 PDF per invoice. Please ensure that all supporting related to a particular invoice are in 1 PDF only, with the invoice being the 1st page and the relevant supports in 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.
- An auto intimation will be sent 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 your communications with regards to your invoice.
- Please note that the **acn.saudi Arabia.einv@accenture.com** email id is **only for invoice submission** and all queries / concerns / statement should be routed through our customer support team **AP.ME.support@accenture.com**.
- Please check with customer support team before re-submitting any invoices, submitted earlier.
- 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's a copy and already submit to Accounts Payables . This will help to prevent duplication in our systems and prevent payment delays.

3. Establishing and Maintaining Your Accenture Supplier Profile

Please make sure the payment information Accenture has on file is always current. If your mailing address, purchase order receipt email address, bank information, phone or fax numbers change, please notify Accenture immediately by contacting Accenture at AP.ME.support@accenture.com

4. Requesting information on invoices issued to Accenture

All information regarding **invoices, payments processing or purchase orders** need to be requested to the Accenture Customer Support:

- **by E-mail:** AP.ME.support@accenture.com
- **by telephone:** +353 1 407 6801
Monday through Friday
From 9:00 a.m. to 5:30 p.m. (London Time)



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

Kind regards,

Accenture Saudi Arabia Limited Accounts
Payable department