



Accenture Middle East BV
 9th Floor, Al Sila Tower (Tower 1),
 PO Box No. 29002, Sowwah
 Square, Al Maryiah Island,
 Abu Dhabi, United Arab Emirates Tel: +971 (2) 642 9644

Fax: +971 (2) 443 8622

The Supplier’s Guide to Invoicing Accenture

(Not applicable for vendors using IQN, T-360, Ariba Network [EIPP] & LGI modes for invoicing Accenture)

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 include 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**
- **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** - The correct Billing Entity for goods and services provided to Accenture is as follows

Accenture Middle East BV	ACCENTURE MIDDLE EAST B.V. (Dubai Branch),	Accenture Middle East BV - Dubai Creative Clusters Branch
9th Floor, Al Sila Tower (Tower 1), PO Box No. 29002, Sowwah Square, Al Maryiah Island, Abu Dhabi, UAE	Office no. 1602, 16 th Floor, Arenco Tower, Sheikh Zayed Road, PO BOX 33283, Dubai, UAE	GF02, Building no.2 Dubai Internet City , Dubai, UAE

- **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:**



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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

invoicing Accenture)

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.

Other special instructions

- 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

- Kindly submit your invoices within **5 business days** from the invoice date; failure to do so could result in payments being delayed.
- Please send soft copy of the invoice (s) directly to acn.uae.einv@accenture.com in a nonmanipulative format e.g. PDF, TIF. **Invoices 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.



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- **One PDF per invoice.** Please ensure that supporting documents related to a particular invoice are in one 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.
- 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 communication with regards to your invoice.
- Please note that the acn.uae.einv@accenture.com email address **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 that have been 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 is a copy, as it has already been submitted to Accounts 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, do not post/deliver directly to your Accenture Contact. Invoices can be posted /delivered to the above referred '**Mailing address**' referred in point 1.

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

For More Information or Assistance:

For information regarding your **Accenture Supplier Profile, invoice or payment processing or purchase orders**, please contact Customer Support at AP.ME.support@accenture.com or **access to My Supplier Portal** (<https://eme.mysupplierportal.com/ACC/Pages/UI/Login.aspx>).



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Alternatively, our Customer service representatives are available Monday through Friday to provide you with assistance from 12:00 P.M. – 6:00 P.M. **(GMT)** Out of Country 00 353 1 407 6702

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

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Accenture Middle East BV – Abu Dhabi Branch
Accounts Payable department
(UAE.AccountsPayable@accenture.com).